



## **Job Description**

### **Finance Administrator**

#### **The Family Resource Center**

**Reports to:** Executive Director

Position: Part-time (20 hours), non-exempt employee

#### **Position Summary:**

The Finance Administrator position at The Family Resource Center is responsible for maintaining the organization's financial data. The Administrator maintains accurate books on cash, accounts payable and receivable, payroll and daily financial entries and reconciliations. The Administrator performs accounting tasks such as monthly financial reporting, tax form reporting, and annual audit and budget support. The position also assists the organization by performing various administrative responsibilities such as sorting mail, answering phone calls and ordering supplies.

#### **Duties and Responsibilities:**

- Maintain records of financial transactions by establishing accounts; processing receipts and invoices; posting transactions
- Maintain petty cash
- Process payroll bi-weekly
- Reconcile bank accounts monthly
- Prepare monthly financial reports for Executive Director and Board Treasurer
- Complete required tax payments & forms bi-weekly, monthly and annually
- Assist Executive Director and Grant Writer with financial information for various grant requests
- Assist Executive Director with yearend budget process
- Assist external auditors with yearend audit
- Run background checks as requested
- Maintain Finance Administrator Policies and Procedural Manual
- Maintain FRC Personnel Policies binders
- Answer phone calls and retrieve messages as received
- Sort mail as received
- Order supplies as needed

## **Qualifications**

Education and/or experience:

- Associates degree in accounting, finance, or related field required, Bachelor's degree preferred
- CPA is a plus
- Previous financial experience preferred
- Must hold a valid WI driver's license and carry full insurance coverage

## **Knowledge, Skills and Abilities:**

- Knowledgeable in QuickBooks and Microsoft Office
- Detailed orientated and thorough
- Strong oral and written communication skills
- Sensitive to confidentiality
- Ability to work independently, self-motivated
- Attend staff meetings and trainings, contribute to the strength of the FRC team
- Willingness to become knowledgeable of community resources available to Sheboygan County families

## **Benefits**

- Flexible schedule
- 15 days of vacation, pro-rated first year, available after probationary period
- Matching 403(b) up to 3%
- Health Reimbursement Account, employer funded to support medical expenses
- Paid Parental Leave