



JOB POSTING

Financial Assistant

General Summary:

Under the direction of the Controller, completes financial duties and projects.

Essential Job Functions:

- Responsible for daily accounts payable and accounts receivable input and follow-up.
- Prepares the daily deposit and delivers to the bank.
- Prepares the monthly government/private grant billings with back-up, supporting documentation in compliance with the requirements stipulated in the contract.
- Bills for all fee for service contracts, special events commitments and all miscellaneous projects as required.
- Prepares monthly financial statements for related organization.
- Assists with support staff team duties.

Non-Essential Functions:

- All other duties as assigned by the Controller.

Minimum Qualifications:

- Associates Degree with 1 year accounting experience.
- Experience in office procedures.
- Proficient with Microsoft Office products.
- Familiarity with Quickbooks Pro and MAS 500 experience preferred.
- Excellent interpersonal skills.
- Ability to work independently a must.
- Minimum 2 years Human Service or health care experience preferred.
- Excellent written, oral, organizational and communication skills.
- Ability to plan and prioritize assignments within responsibilities of the position.
- Valid NYS Driver's license and car necessary.
- Self-motivated.

Accountability: Reports to Controller

Status: Part-time non-exempt position.

The Alzheimer's Association is an Equal Opportunity Employer and does not lawfully discriminate on the basis of religion, sex, age, national origin, race, color, marital status or disability. This commitment to equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, training, compensations and benefits. Employees are responsible for abiding by the Agency's commitment to equal opportunity in their personal conduct and also are responsible for addressing any conduct by Agency personnel which deviates from this commitment.

Resumes and Cover letters:

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Deadline: November 25, 2011