Job Title: Finance Technician

Reports To: Finance Manager

I. Job Purpose:

Responsible for performing general accounting duties such as accounts receivable, accounts payable, filing, entering journal vouchers, and other duties as assigned in accordance with generally accepted accounting principles and NeighborImpact policies. Periodic overtime required. Assists supervisor with special projects.

II. Duties, Tasks, and Responsibilities:

Payroll

- Monthly reconciliation of payroll (Liability Accounts) and maintain a detailed record for each account
- Work with HR on reconciliation of liability accounts
- Responsible for producing the accounts payable check run for payroll benefits
- Responsible for running payroll summary report to prepare the bank transfer

Accounts Payable

- Prepare and distribute weekly accounts payable assuring proper general ledger account coding
- Performs account payable functions for NeighborImpact, lending and CAFCO
- Prepare A/P cash transfer journal
- Enters all accounts payable accurately
- Enters accrual vouchers and writes journal vouchers to ensure that accounts are at zero
- Write up vouchers for accounts payable
- Enter transfer journal for accounts payable
- Assists in preparing (IRS W-9) 1099 cumulative data
- Maintains accounts payable vendor files

Cash Reporting

- Enters all cash receipts daily
- Write up journal voucher and enter all credit card entries
- Enters journal vouchers timely

General Accounting

- Enters budgets
- Weekly filing of all accounting documents
- Prepares Head Start Family Funds vouchers and reconciles monthly
- Analyze and research accounting problems
- Backs up other accounting personnel
- Works with Finance Manager to ensure all vendors have a W-9 before issuing any checks to them
- Prepares filing system for the new year
- Helps prepare bank statement reconciliations
III. **Knowledge, Skills, and Abilities:**

- Ability to function under management direction with regular supervisory review and direct influence on the effectiveness of the accounting work unit
- Ability to work with variable accounting situations which requires analysis and application of Agency/GAAP policies and procedures
- Ability to communicate and interact effectively with NeighborImpact’s employees and vendors
- Excellent spreadsheet and word processing skills required
- Ability to utilize 10 key calculator by touch
- Adaptability, integrity, tact, dependability, self-directed with ability to work independently under pressure with a high level of accuracy
- Ability to utilize systematic procedures to assure accurate financial accounting for up to 60 funding sources, tracking of revenues and expenditures for non-profits companies and two limited partnerships reporting, and payroll systems
- Ability to work as part of a team
- Must maintain client and agency confidentiality
- Ability to ensure compliance with NeighborImpact policies and procedures
- Ability to plan and carry out assignments to meet objectives, deadlines and targets. (Most deviations and problems resolved by supervisor.)
- Knowledge of business machines, spreadsheets, office methods and procedures for financial accounting
- Ability to perform detailed work involving numerical data
- Ability to work under pressure with many interruptions and still maintain efficiency and a courteous manner with staff
- Ability to be accurate and timely in all endeavors
- Ability to function under management direction with regular supervisory review and direct influence on the effectiveness of the accounting work unit
- Ability to ensure compliance with GAAP and NeighborImpact policies
- Ability to resolve most deviations and problems within accounting guidelines

IV. **Qualifications:**

- Computerized accounting system experience of one (1) year required
- Ability to pass a math skills test at the Oregon Employment Department required
- Non-profit fund accounting experience preferred
- Experience in accounts receivable, accounts payable and reconciliations preferred
- Excellent written and verbal communication skills
- High School Diploma or GED required
- Computer literate and experienced in related accounting procedures. Experienced with word processing and spreadsheet programs (MS Word and Excel)
- Prior to date of hire and throughout employment:
  - Valid driver’s license
  - Proof of current auto insurance
  - Access to reliable transportation required
  - Satisfactory criminal background check required
  -- Current enrollment in the OR Child Care Division-Criminal Background Registry
V. **Position Details:**
- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal employment provider

VI. **Signatures:**

Employee Print Name: _____________________________ Date: _________________

Employee Signature: ______________________________ Date: _________________