

Finance Associate

Full Time

8:30-5:30 Mon-Fri

An ideal candidate would be energetic, detail oriented, focused, and ready to bring innovation around current job duties

Responsibilities

- Daily cash deposits (including bank runs)
- Petty cash distribution and balancing
- Accounts payable
- Credit card expense management
- Accounts receivable; Collections
- Billing for daily field trips/programs, afterschool programs, and contracts
- GL account reconciliation
- Fixed assets management
- Year end 1099s
- Payroll processing support
- Mail pick up, sorting, and distribution
- Administrative support to CFO and Finance Manager

Qualifications

- Experience in using financial software
- Experience in accounts payable, accounts receivable, GL account reconciliation
- Ability to work proactively and independently
- Ability to make sound decisions under deadlines, manage time, and plan and prioritize projects and workload
- Ability to multi task, learn quick, and adapt

Requirements

- High school diploma/GED; with a minimum of 12 college credit hours of accounting/finance/business or equivalent professional experience
- Strong technical skills including MS Office products, most importantly MS Excel, general use of a computer, and other office equipment
- Strong communication/phone skills with ability to handle high call volume while maintaining high level of professionalism and customer service

Key Competencies

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Attention to detail
- Initiative
- Reliability

Full time positions are offered a benefits package that includes health insurance, LTD, Paid time off, and Life Insurance.