

WICHITA FAMILY CRISIS CENTER
Job Description

TITLE AND CLASSIFICATION:
Business and Finance Associate

FTE: 0.5 **Status:** Non-Exempt **Supervisor:** Business & Finance Manager

SUMMARY

Reporting to the Business & Finance Manager, the Business and Finance Associate will serve as an assistant to the Business and Finance Manager on the organization's financial, budgeting, and administrative processes – including human resources, payroll and benefits administration. This position assists in keeping the books and financials up to date for purposes of auditing, grant reporting and management decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In a supporting role to the Business and Finance Manager, the responsibilities for the Business and Finance Associate include:

- Administer the accounting process for the Wichita Family Crisis Center
- Provide accurate and relevant financial and statistical data essential to strong fiscal management
- Maintain computerized accounting system, including accounts payable, accounts receivable, cash management, general ledger, and financial statements
- Assist with preparation of monthly financial and cash flow reports for the Finance Committee and Board of Directors
- Assist with completion of monthly, quarterly, and annual grant reports, as required by funders
- Monitor and revise grant contracts based upon needs
- Maintain employee records, including paid leave, performance reports and benefits
- Assist with processing payroll and related reports utilizing electronic system
- Participate in the development, review and revision of annual agency budget
- Assist with coordination of all audit and grant site visit activities
- Perform financial analysis for special projects as requested by Executive Director
- Occasionally attend monthly Finance Committee meetings
- Participate in regular meetings and trainings to coordinate services and enhance professional development
- Assist the Executive Director with fundraising and special event activities as assigned
- Perform other related duties as assigned

SUPERVISORY RESPONSIBILITIES

N/A

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Generally Accepted Accounting Principles
- Audit process
- Preparing and monitoring organizational budgets
- Human resource management laws and practices
- Benefits administration
- Computerized accounting systems such as Peachtree/Sage

Skills and Abilities

The incumbent must demonstrate the following:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective oral and written communications skills
- Attention to detail and high level of accuracy
- Effective time management and organizational skills
- Ability to consistently meet deadlines
- Computer skills including use of Microsoft Office products at a highly proficient level

PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality in performing the duties related to agency business. The incumbent must also demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful to all
- Flexible
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Possess the ability to maintain professional relationships with Board of Directors, donors, community partners, staff, and volunteers

EDUCATION

Undergraduate degree (in accounting or related field) with three to five years of related experience required. Five or more years of relevant experience with demonstrated proficiency in financial management and analysis may be considered in lieu of a degree.

CERTIFICATION, REGISTRATION, OR LICENSE

Class C driver's license and insurance required.

Background check required.

EXPOSURES

Controlled inside work environment with noise/vibrations from general office equipment.
Limited exposure to other environments such as community buildings, and other offices, etc.
Minimal exposure to fumes/dust/odors.

PHYSICAL DEMANDS

The incumbent will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The incumbent will also have to do some lifting of supplies and materials from time to time exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Other physical demands include:

Climbing/Balancing/Freedom to Move: May be assigned to multilevel building with some floors accessible by stairs only. Minimal required to move about office.

Stooping/Bending: Average.

Reaching: Occasional, overhead as well as horizontal and down.

Vision: Adequate to perform essential functions.

Hearing: Frequently perceive nature of sounds by ear.

Speech: Frequently express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL CONDITIONS

The incumbent is located in an open area office. The incumbent is faced with frequent interruptions and must meet with others on a regular basis.

SENSORY DEMANDS

The incumbent may spend long periods of time in intense concentration. The incumbent will also spend long periods of time on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

CERTIFICATION for Business and Finance Associate

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title _____

Supervisor's Signature: _____

Date: _____

Executive Director's Signature

Date