Job Description: Finance Specialist

FLSA STATUS: Non-Exempt
REPORTS TO: Finance Manager
SALARY RANGE: $50,000 - $67,000
TELECOMMUTE ELIGIBLE: Yes
LAST REVISION: 02/09/2024

Summary/Objective

The Finance Specialist is responsible for processing the accounts payable, accounts receivable, and fiscal assistance for the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Facilitates and processes accounts payable invoices, verifying federal ID numbers, reviewing purchase orders, obtaining necessary approvals and resolving discrepancies.
- Pays and files invoices and tracks the status of vendor accounts.
- Ensures vendors are paid on a timely manner.
- Processes and records company credit card charges, including payment discrepancies, and miscellaneous charges.
- Communicates with employees regarding credit card reconciliation.
- Records customer invoices related to accounts receivable.
- Processes accounts receivables payments in compliance with financial policies and procedures.
- Tracks accounts receivable payments with grant and program balances ensuring funds are managed accordingly.
- Facilitates payment of invoices due by sending bill reminders and contacting customers.
- Prepares bank deposits.
- Maintains and updates vendor and customer files, including name, address, or banking changes.
- Retains and files all financial records under the file management system.
- Assists Finance Director and Finance Manager with the ESD monitoring to ensure compliance with federal fiscal and grant guidelines.
- Assists Finance Director and Finance Manager in gathering data related to the annual financial audit.
- Assists with Fiscal special projects and trainings.
- Supports Fiscal department by performing any assigned accounting and administrative tasks.
Required Skills/Abilities

- Excellent financial aptitude and experience. Knowledge of bookkeeping, accounts payable, and accounts receivable processes.
- Must be reliable, extremely trustworthy, and respectful of confidential information.
- Knowledge of financial institutions and nonprofit/public sector finance.
- Proficient in financial data analysis.
- Excellent organizational skills and attention to detail.
- Good verbal and written communication skills.
- Proficient in Microsoft Office Suite, accounting software programs, electronic timesheet system, and other agency technologies and software.

Core Competencies

1. Financial Aptitude
2. Data Analytics
3. Communication
4. Time Management
5. Thoroughness

Work Environment

Work is typically performed sitting at a computer desk. Workdays and hours are subject to need and availability to ensure operational coverage throughout the work week. However, daily demands may require occasional early arrivals, late departures, extended hours, as well as weekend or holiday work.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. As necessary, a physical abilities assessment may be conducted to determine the capabilities of the employee.

- Prolonged periods sitting at a desk and working on a computer.
- Lift up to 20 pounds.

Travel Required

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.
Required Skills and Abilities

- High School diploma required.
- 1 year of finance, accounting, bookkeeping, or equivalent experience.
- Bachelor’s degree preferred.

Diversity Equity and Inclusion Statement

PacMtn is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. PacMtn strives to demonstrate and expects their employees to demonstrate commitment to understand, communicate with and effectively interact with people across a variety of cultures and backgrounds. PacMtn commits to continual learning about vulnerable populations and racial disparities in the communities they serve to successfully delivery culturally responsive, service-oriented practices.

Included in the PacMtn Benefits Package

Employees are covered by medical, dental, vision and life and long-term disability insurance with additional family coverage options available. PacMtn also participates in the PERS Retirement System.

Employees will receive 11 paid holidays, a floating holiday, a community service day every calendar year and starting 12 hours of accrued paid time off for each completed month of service.

EEO Statement

Pac Mtn provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.