



Financial Assistant, SLP

Part-time, Non-Exempt Position
Department: Business
Reports to: Business Director

The Financial Assistant provides support to the business team handling routine financial and business tasks necessary to the operation of Emmanuel. Duties include data entry, payables, receiving income, managing the timeclock element of payroll, and completing assigned projects. The ideal candidate is customer-service oriented and possesses strong communication skills. Must be passionate about maintaining and improving the financial and business systems which support Emmanuel. This is a 16-18 hours per week position.

Essential Requirements:

- Associates degree in related field of study or 2 years of experience.
- Demonstrated ability to multi-task and perform high quality, detailed work with minimum supervision.
- Ability to work well with others while under pressure and deadlines. Willing to learn, and an eye for excellence.
- Strong attention to detail
- Interpersonal skills and customer service
- Schedule: Monday through Wednesday, 9am – 3pm

Essential Responsibilities:

Income

- Process checks by mail and assign to campus
- Create credit card and ACH batches on online giving platform and database
- Enter cash and check batches in giving platform and database
- Match contributions to donor records
- Team liaison working with volunteers posting income

Payables

- Manage corporate expenses via Nexonia including expense approvals, expense reports and reimbursements.
- Manage vendor requests and W9's
- Payable entry in AP module (Nexonia)
- Assist in month-end and year-end closing of fiscal period

Payroll

- Swipeclock time card management for employees

Other duties as assigned

I have read and I understand the duties and responsibilities of this position.

Signature _____

Date _____