

Finance Specialist

Part-time, Hourly



Position Summary:

The Finance Specialist is responsible for providing administrative support related to financial activities, including but not limited to processing and recording payables, processing payroll and benefits, reconciling expense accounts and preparing checks. This position has an option to work from home on a limited basis and requires supervisor approval.

Accountability:

The Finance Specialist is accountable to the Director of Finance.

Qualifications:

- Bachelor's degree in accounting, finance, or related field or equivalent experience.
- Five years of nonprofit accounting experience preferred.
- Proficient in financial accounting systems and Excel.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, staff and agency.
- Strong attention to detail and accuracy.
- Strong written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and to treat others in a friendly, courteous, and appreciative manner.
- Strong decision-making skills and ability to work autonomously
- Flexibility and ability to handle stress and new or undefined situations.
- Ability to address conflict and problem solve.
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities.
- Computer skills, including experience with Microsoft Office Suite and databases, and/or ability to learn new software and systems.
- Behave as a professional representative of CMC and communicate the mission and activities.
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

Responsibilities:

- Process bi-weekly payroll with payroll vendor and maintain employee payroll information.
- Enroll staff in company benefits and update as necessary.
- Assist with annual open enrollment processing.

- Maintain flex spending accounts.
- Reconcile and process company benefit payments.
- Work with payroll vendor to complete and distribute W-2's to employees and timely file W-3 to SSA.
- Record company deposits into accounting software.
- Prepare and record expense and payroll allocations.
- Prepare and record necessary journal entries.
- Complete bank reconciliations.
- Support the month end close process.
- Prepare for routine audits (for example, annual financial audit and grant monitoring) and complete internal audits as needed.
- Assist in the preparation of grant and fundraising activity budgets, financial reporting, and tracking.
- Provide support and training to other administrative staff.
- Assist with additional duties as assigned by Director of Finance.

General Agency Duties:

- Be able to explain CMC program information to students, residents, clients or others in the community.
- Present a positive image of CMC and its programs.
- Assist with CMC fundraising efforts as needed.
- Serve on CMC event committees as needed.
- Maintain clean and organized facilities including the storage and archives.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as requested/assigned.

Physical Work Requirements:

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.