



JOB POSTING NOTICE

POSITION: FINANCIAL ASSISTANT
REPORTS TO: CHIEF FINANCIAL OFFICER
FLSA STATUS: FULL-TIME, HOURLY
STARTING RATE: \$21.00/HOUR
DATE: APRIL 24, 2024

POSITION SUMMARY AND MINIMUM QUALIFICATIONS:

The Financial Assistant will be responsible for providing support to the Chief Financial Officer. Responsibilities include preparing monthly billing to Dog Control Agencies and entering accounts payable in AccuFund, as well as processing invoice payments for mailing and filing. The successful candidate will handle and process all daily receipts including the preparation of cash and checks for bank deposits, making those deposits and posting in AccuFund. They will set up the daily cash envelopes for the various departments along with any cash boxes needed for events. This individual will order, schedule maintenance and repair of office equipment (ie. postage meter, copier, etc.). They will control and maintain accurate office supply inventory, including business cards, and specific requested supplies for all departments. The candidate will also be responsible for handling the petty cash, including periodic reconciliation, replenishment and overall management according to established criteria. They will coordinate and prepare departmental records and transport to offsite storage annually. They will also complete preparation of weekly employee payroll checks and distribution, maintaining confidentiality of employee records. They will periodically sort and distribute incoming mail and prepare outgoing mail.

Preferred qualifications for this opening include:

- Familiarity with office procedures and basic accounting principles
- Demonstrate ability to be organized and multi-task effectively and work under pressure and tight deadlines
- Ability to analyze problems and provide solutions
- Strong interpersonal, written and verbal communication skills
- Proficiency with computers
- Working knowledge of office devices and processes
- Very good knowledge of MS Office

This individual will participate in creating a thriving culture of philanthropy at the SPCA Serving Erie County by increasing awareness and support of our organization. This is achieved by being knowledgeable and supportive of SPCA programs and events, sharing your passion for service to animals and people within our community, and serving as an inspiration by providing an exemplary level of animal care and guest service.

If you are interested in this position and meet the qualifications, please submit a resume to Human Resources at julies@yoursPCA.org.