



## Finance & Administrative Associate JOB DESCRIPTION

**Position:** Finance & Administrative Associate

**Reports to:** Director of Finance & Administration

**Summary/Description:** The Finance & Administrative Associate supports the organization's financial operations by monitoring revenue, expenses, and payments. This role will support strategic business planning and reporting activities. The Finance & Administrative Associate will also work closely with the Office Manager and Director of HR & Culture to perform operational duties. This is an **entry level** position that has opportunity for growth.

**Responsibilities:** The responsibilities of the Finance & Administrative Associate include but are not limited to:

**Accounts Payable and Accounts Receivable:** Oversee the daily, weekly, monthly and annual processes for accounts payable and receivable. Process invoices and receipts in a timely and organized manner so that RHI's relationships remain in good standing and can be easily reported on. Communicate in a clear and professional manner with staff on financial requests and inquiries. Attend relevant meetings, conferences, training and workshops.

### Accounts Payable

- Ensure that invoices, and stipends are properly coded, allocated and routed for approval in Beanworks and imported into Quickbooks (QBO)
- Download credit card activity, gather corresponding receipts and code transactions
- Manage bi-weekly check cutting and signing
- Oversee petty cash; reconcile and replenish account; ensure timely entry into QBO
- Process staff reimbursements bi-weekly
- Generate bi-weekly financial reports (e.g., Aging report)
- Manage relationships and contracts with vendors and consultants
- Ensure that all consultants have completed and signed the W9 form before their initial invoice is submitted.
- Monitor the finance email account
- Set up auto pay for recurring expenses and retain receipts

### Accounts Receivable

- Work with Development team to process incoming checks and award letters (code, e-file, enter into QBO)
- Make bank deposits and e-file receipts on a weekly basis
- Download online donations and enter into QBO monthly

- Work closely with farm team to support systems for collecting and recording cash payments at weekly farmers markets
- Handle payments and security deposits from space rentals, record revenue and reconcile account in QBO
- Create invoices as needed
- Generate A/R reports; follow up with entities to receive outstanding payments as appropriate
- Reconcile income in Quickbooks and Salesforce databases monthly

**Government Contracts:** Handle administrative and compliance components of government contracts to keep RHI in good standing

- Support Director of Finance & Administration in creating and submitting reports/invoices/vouchers for reimbursement and entering receivables into QBO
- Monitor contract compliance and coordinate with government agencies as necessary on issues such as audits, building code or insurance requirements
- Ensure that partner organizations or subgrantees complete required paperwork in a timely fashion
- Work with program staff to ensure timely submission of work scope items such as attendance and participation data
- Support Director of Development in securing documents required to apply for government grants and to register contracts
- Secure and submit background clearance materials to appropriate agencies to ensure staff are approved to work directly with youth on funded grants

**Office Administration:** Provide customer-service-oriented support to the operations team and by extension full staff. Work closely with Director of HR & Culture on projects as assigned; examples could include:

- Researching and administering benefits
- Running ADP and PTO reports
- Researching options for office outings
- Backing up the Office Manager and Receptionist to troubleshoot IT challenges

### **Additional duties as required**

### **Skills, Knowledge and Competencies:**

- Strong customer/client service and communications skills
- Excellent organizational skills; demonstrated ability to follow tasks through to completion
- Self-starter; ability to work independently
- Multi-tasker; capable of working on multiple projects at one time, often under pressure
- Ability to keep accurate records and statistics
- Ability to be discreet when handling confidential information

- Attention to detail and a conscientious attitude

**Qualifications:**

- High School diploma or HSE; preference for college courses in accounting or administration
- Excel, Quickbooks and/or Salesforce experience preferred
- One to two years of operational/financial experience, preferably in a nonprofit environment
- Involvement and familiarity with Red Hook community preferred

**TO APPLY:** Send a resume and cover letter to [apply@rhicenter.org](mailto:apply@rhicenter.org) with “Finance & Administrative Associate” in the subject line.