

JOB DESCRIPTION

Position: Finance Specialist – Billing, Coding & Payroll

Classification: Part-Time, Non-Exempt, Hourly up to 24 hours per week

Reports To: Director of Finance

Direct Reports: N/A

Summary/Objective

The Finance Specialist plays a key role in the daily accounting functions of CCVI. Working with the Finance Director, the Finance Specialist will perform accounting and finance duties by utilizing accounting software programs to process business transactions, such as accounts payable and receivable, bank reconciliations, financial records, donor database administration and reporting. In addition, the Finance Specialists will have a focus on process improvements to realize efficiency.

Key Competencies

- Attention to detail and organizational skills
- Time and schedule management skills
- Collaboration and team management
- Trust and integrity
- Leadership and relationship-building
- Attention to detail, problem-solving, and organization
- Persuasion/capacity to influence
- Commitment to confidentiality

Essential functions

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

- Utilizing industry-specific software, generate, prepare, and distribute monthly services invoices. Assist with collections when needed.
- Process accounts payable and receivable.
- Payroll administration and processing.
- Employee benefits vendor administration, invoice review and processing.
- Data entry specifically for donor administration and tracking and student attendance for billing purposes.
- Prepare and submit donor related reports for monthly reconciliation.
- Reconcile deposit information in collaboration with the development department.
- Participate in monthly and year-end close by gathering data to accurately prepare and report financial information.
- Prepare bank deposits and send deposit reports weekly.
- Generate yearly demographic reports and information.
- Maintain files and documentation in accordance with internal controls and accepted accounting practices. Ensure accounting department record retention process.
- Special projects related to improving processes and increasing efficiencies.
- Respond to inquiries from internal and external staff regarding financial matters.

Other duties

- Please note this job description is not designed to cover or contain a comprehensive listing of all 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.

Work environment

- Office environment. No extreme temperatures.

Physical demands

- Sitting, standing, and walking.
- Lifting up to 50 pounds.
- Frequent reaching, stooping, bending, kneeling, and crouching.

Travel required

- Little to none.

Required education and experience

- Minimum of associate degree from an accredited school in the field of accounting or finance. (Substitute seven (7) years relevant accounting experience for education).
- Preference will be given to candidates with some experience in accounting or a finance department.
- Previous nonprofit experience a plus.
- Knowledge of insurance billing a plus.

Additional eligibility requirements

- Microsoft Office, including Outlook and Excel
- Accounting software like Quickbooks or others preferred