

Job Description

JOB TITLE: Finance Associate

JOB STATUS: 30 hours per week – Non-exempt with benefits (if 30 hours or more)

REPORTS TO: Finance Director

PAY RANGE: \$22 - \$28 an hour DOE

Overview

The Finance Associate is one of two positions in the department and is responsible for overall processing of deposits, accounts payable, accounts receivable (including donations), time sheets, and executing bi-monthly payroll processing through Paycor, with an expectation of experience in using multiple payroll platforms. This position also provides record-keeping support to Human Resources. The ideal candidate offers key skills of foresight, planning, clear, tactful, and thorough communication, follow-through, and ability to be adept, efficient, and professional in accomplishing tasks and acting as a representative of Centrum.

Essential Functions

- Accounts Payable - enter bills into Quick Books online with proper coding/authorization, maintain current filing system and archives, and perform research as needed
- Ensure accurate and timely processing of check distribution, petty cash disbursements, and reports
- Receive payments in customer center, record donations appropriately, record/process deposits, and communicate with Development Department.
- Input all income into QuickBooks from online sources including Ticket Search, CVENT, Mobile cause and perform recordkeeping/filing
- Assure all contracts are scanned and saved electronically; assure vendor information is input to QuickBooks online
- Maintain accurate documentation of 1099 status of vendors and payments, preparing 1099s annually as required by law
- Distribute, collect, track timesheets, and maintain accurate sick/vacation/leave accruals
- Conduct monthly reconciliation between Development donor base and QuickBooks
- Process the bi-monthly payroll via Paycor and experience in using multiple payroll platforms.
- Provide Human Resources recordkeeping support regarding benefits and other payroll data
- Communicate effectively verbally and in writing. Establish and maintain professional relationships with Centrum employees, donors, volunteers, faculty, students, Fort Worden employees/partners and the public

Other Duties

- Make bank deposits and drops off daily
- Assist with preparation of documentation for annual audit
- Other duties as assigned

Revised: November 26, 2024

Qualifications

- High school diploma or equivalent; Associate degree in related bookkeeping or accounting field or equivalent accounting training or experience strongly preferred
- Must be proficient in MS Word and Excel, have a strong working knowledge of QuickBooks online AR/AP, and be well-oriented with use of the Internet
- Analytical ability for gathering and summarizing data to find solutions for issues and to prioritize work
- Must be detail-oriented in composing, typing and proofing materials, establishing priorities and meeting deadlines
- Must have a high level of interpersonal skills to handle sensitive and confidential information and situations
- Must be willing to work weekends and evenings if needed
- Successful completion of a background check

Core Competencies

- Team player
- Positive customer service skills
- Fluency with Quick Books, MS Office, Internet, and new technologies
- Excellent verbal and written communication skills
- Attention to detail
- Ability to manage multiple tasks and prioritize
- Be a self-starter

Finance Associate
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					X
Walking			X		
Standing			X		
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)				X	
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping			X		

Page 4
CENTRUM JOB DESCRIPTION
Finance Associate

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling			X		
Using Foot Controls	X				
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X

	NA	NE	O	F	C
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell			X		
Distinguishing tastes			X		
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

 Employee Signature

 Date