



"Creating Life Opportunities"

Job Description

Title: Finance Technician

Reports to: Financial Director

Supervises: N/A

FLSA: Non-Exempt

GENERAL DESCRIPTION

The Finance Technician is responsible for preparing financial documents, maintaining records and produces routine reports. They are also responsible for conducting the routine operations that keep things running smoothly such as preparing bank deposits, reconciling financial statements, producing payroll, paying the bills, adjusting financial records and preparing tax records

Essential Functions:

1. Maintain clear, complete and accurate records in accordance with established procedure.
2. Perform all aspects of accounts payable, including but not limited to verifying invoice documentation, proper approvals and coding, entering invoices into financial software program and paying vendors.
3. Prepare accounts receivable invoices and record and maintain income receipts.
4. Accurately enter data in the computer.
5. Monitor accounts for accuracy and backup documentation.
6. Make bank deposits and assist in reconciling bank accounts.
7. Make approved online purchases and distribute purchases as needed upon arrival.
8. Maintain supply inventory, to include updating and ordering of all supplies.
9. Perform internal audits as assigned by the CFO.
10. Provide vacation/sick leave coverage for the department, as appropriate.
11. Perform all aspects of payroll including, but not limited to: preparing, issuing and coding timesheets, inputting hours into data base, and printing payroll checks.
12. Maintain the payroll account register and all payroll records, including personal time accruals.
13. Prepare and make bank deposits and reconcile bank accounts.
14. Monitor accounts for accuracy of printing and valid signatures.
15. Provide vacation/sick leave coverage for the department, as appropriate.
16. Maintain Supply inventory, including updating and ordering of all supplies.
17. Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.



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Employment Qualifications

Education:

1. High School Diploma or equivalent required.

Computer Skills:

MS Office, utilizing Word, Excel, and Outlook.

Communication Ability:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form, and problem solve. Ability to add, subtract, multiply and divide numbers.

Additional Requirements:

Maintain a valid Washington driver's license and eligibility for company vehicle insurance. Must be able to comply with background check requirements of DDA Policy 5.01, including fingerprints. Ability to work with a minimum of supervision and as an effective member of a team. Ability to present a positive image of the organization to members of the community. Ability to observe and record information including non-verbal information. Ability to learn information from Procedures Manuals. Ability to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, and copier. Must possess personal qualifications including: willingness to cooperate with the aims of DDA, respect for people from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

Working Conditions:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands to handle, or feel. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch, and crawl. Employee may occasionally be required to lift up to 20 pounds.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

Printed Name

Signature

Date

Effective Date: 4/30/18

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