



## Job Title: Finance Assistant

---

### DESCRIPTION

Rancho Cielo is seeking a financial assistant to perform a variety of tasks in support of the Finance Director, including but not limited to, processing Accounts Payable, Accounts Receivable, and Bank Deposits. The successful candidate will be comfortable in a fast-paced, but team-oriented small office environment. This person will enjoy the challenge of working in a rapidly growing, people-oriented, mission-passionate environment.

**EMPLOYMENT CLASSIFICATION:** Non-Exempt

### SUPERVISION RECEIVED AND EXERCISED

Supervised by Finance Director.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Process Accounts Payable which includes accurately entering the expense information into QuickBooks and either cutting a check or paying via EFT.
- Interact with Rancho Cielo personnel to ensure adequate backup, coding and approval on invoices presented for payment.
- Reconcile the credit card accounts.
- Process Accounts Receivable which includes entering revenue information into QuickBooks accurately.
- Maintain the Transitional Housing Village resident lease records and accounts for rent and security deposit payments.
- Completes data entry accurately.
- Makes bank deposits as needed, via remote deposit machine in office and at the bank as necessary.
- Communicates with vendors and customers as needed, in a professional and courteous manner.
- Other duties as assigned

### STANDARDS

#### Knowledge of:

- Proper English grammar, punctuation, vocabulary and spelling
- Basic accounting knowledge is a must
- Microsoft Office programs (Word, Excel, Outlook, Sharepoint)
- Quickbooks experience a plus

#### Ability to:

- Multi-task, organize and prioritize work assignments
- Understand the organization and operations of Rancho Cielo
- Learn, interpret, and apply policies and procedures
- Perform keyboard tasks at a moderately high rate of speed with accuracy
- Understand and follow oral and written instructions
- Maintain strict confidentiality of information
- Operate the remote deposit machine
- Establish and accurately maintain a variety of records and files and prepare related reports
- Effectively and tactfully communicate in both oral and written forms

## Job Title: Finance Assistant

---

### **Training and experience:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Three years of work experience as an accounting clerk. AA or Bachelor's degree a plus.

### **Possession of:**

A valid and appropriate California Driver's license

**PHYSICAL DEMANDS:** physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be in good physical condition, as evidenced by ability to hike around campus.

**WORK ENVIRONMENT:** work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is usually moderate.
- At times employee may walk around the property for special projects. These tasks will be outdoors, exposed to the elements and walking on uneven ground.

### **COVID-19 considerations:**

Rancho Cielo requires COVID vaccination or weekly COVID testing.