**NEWCAP, Inc.**

**1201 Main Street**

**Oconto, WI 54153**

**www.newcap.org**

# JOB DESCRIPTION

JOB TITLE: Finance Assistant

SUPERVISOR: CFO

CLASSIFICATION: Full-Time/Non-Exempt

WORKSITE: Oconto

**JOB PURPOSE**:

Under the direction of the Finance Director, the Finance Assistant will maintain a high degree of understanding of NEWCAP policies and procedures; maintain general journals, ledgers, and all related accounting records for assigned programs.

**AGENCY EXPECTATION**:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Meet productivity standards.
7. Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally

**ESSENTIAL DUTIES AND RESPONSIBLITIES**:

1. Assist in the day-to-day operations of the Finance Department
2. Remain informed regarding changes in regulations and fiscal policies.
3. Review and understand grants and related budget expenditures for assigned programs.
4. Prepare cash deposits and code receipts for entry into FE-NXT.
5. Review purchase orders for proper coding before entry into FE-NXT.
6. Assist with reconciliations of balance sheet accounts specially accounts receivable grants on a quarterly basis.
7. Prepare general journal entries for grants receivable and CSBG program allocation journal entry.
8. Prepare/enter general journal entries as needed.
9. Review and Process Accounts Payables – review for proper approvals and documentation.
10. Prepare timely financial statements to funding sources and program directors.
11. Complete accurate closeout and assist auditor with closing details for assigned grants.

-Including monthly grant payment requests, reports pertaining to requests, and contract closeouts.

-Work with Program Directors to ensure all required client assistance and agency match dollars are adequately spent.

1. Compile monthly budget vs actual reports for assigned programs.
2. Involved in budgeting process for programs assigned.
3. Working with program directors, complete program specific projects and/or reports as necessary.

**COMPETENCIES, PERSONAL AND BEHAVORIAL REQUIREMENTS**:

* Time Management.
* Communication Proficiency.
* Maintain complete confidentiality in all NEWCAP business-related matters.
* Personal Effectiveness/Credibility.
* Collaboration Skills.
* Technical Capacity.
* Stress Management/Composure.
* Multitask effectively.
* Reliable, dependable, prompt, organized, and work well with minimal supervision.
* Pleasant, professional, and courteous demeanor, respectful and treat all people with dignity.

**EDUCATION AND EXPERIENCE REQUIREMENTS**:

* Minimum of an Accounting Certificate along with two years of experience in an accounting role.
* Knowledgeable in Blackbaud: Financial Edge NXT and Excel.
* Proficient with Microsoft Office programs and the overall use of computers and general office equipment

**PHYSICAL REQUIREMENTS:**

The 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.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**TRAVEL:**

No overnight travel is expected for this position, with the rare exception for training purposes. There many be occasional local day travel.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a fax machine.

**OTHER DUTIES:**

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or other responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.