

**NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153**

JOB DESCRIPTION

JOB TITLE: Finance Assistant
SUPERVISOR: Finance Director
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. Communicate regularly with supervisor about department issues.
5. Demonstrate flexible and efficient time management and ability to prioritize workload.
6. Consistently report to work on time prepared to perform duties of position.
7. Meet productivity standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the day-to-day operations of the Finance Department, including check process reporting, etc.
2. Remain informed regarding changes in regulations and fiscal policies.
3. Review and understand grants and related budget expenditures for assigned programs.
4. Prepare deposit slips and code receipts for computer entry.

5. Review purchase orders for accuracy and code and prepare for computer entry.
6. Assist in preparing bank reconciliations and balance with general ledger for unrelated programs.
7. Verify and record all donations and contributions where applicable.
8. Prepare general journal entries, including accruals of accounts payable and receivable for computer entry.
9. Handle biweekly payroll as assigned.
10. Prepare timely financial statements to funding sources, program directors, and Board of Directors.
11. Verify computer trial balances for accuracy and balance on a monthly basis.
12. Complete accurate closeout and assist auditor with closing details for assigned grants.
13. Be responsible for bookkeeping for the programs as assigned.
 - 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.
14. Manage HRA master file and issue reimbursements when approved.
15. Work with insurance providers and wellness partners to distribute various HSA bonuses to employee HSA accounts during the payroll process.
16. Calculate quarterly PPP bonuses for all eligible employees and submit for approval each quarter to the CEO.
17. Maintain Home Loans Receivable file and work with Special Projects Director to be sure funds are being adequately spent.
18. Complete HOME setup, payment requests, and completion reports in Filemaker Pro.
19. Issue payoff letters and mortgage satisfactions as HOME loans are repaid by clients.
20. Maintain the Furnace Projects database to track all payments received from the State for Furnace projects.
21. Compile monthly budget vs actual reports for assigned programs.
22. Involved in budgeting process for programs assigned.
23. Compile and distribute quarterly employee benefits reports.

24. Create and distribute annual W-2's to employees.
25. Working with program directors, complete program specific projects and/or reports as necessary.

PERSONAL AND BEHAVIORIAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Follow standard office procedures.
- Maintain complete confidentiality in all NEWCAP business-related matters.
- Multitask effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Two years of demonstrated experience maintaining complete double-entry set of books and/or a minimum of an Associates Degree in accounting.
- 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand, walk, and lift and/or move objects.

While performing the duties of this job, the employee is rarely required to balance, stoop, kneel, crouch or crawl, and exert up to 20 pounds of force.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is generally favorable. Lighting and temperature are adequate, and

there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

OTHER DUTIES:

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

Please Note: Due to the large number of resumes received, only those applicants selected for interviews will be contacted.

Thank you for your interest in joining our Team!

Newcap, Inc. is an Equal Opportunity Employer