

Newcap Inc.

Finance Assistant

Job Details

\$19 – 21 per hour

Full-time

Non-Exempt

Oconto, WI

Job Purpose

Newcap is a community action agency equipping low-income citizens with the tools and potential for achieving economic security. We are seeking to add a **Finance Assistant** to our growing team at Newcap where we are embracing a Whole Family Approach. Meeting families not where they are – but **where they dream**.

You will not be bored with us! This individual, under the direction of the Finance Manager, will maintain a high degree of understanding of Newcap policies and procedures; maintain general journals, ledgers, and all related accounting records for assigned programs.

Why Join Newcap?

Newcap, Inc. is a private non-profit Community Action Agency whose mission since 1965 is to move people from poverty to opportunities and economic security while enhancing community development. This means you not only make a living, but you get to do good too. If you have ever wanted to make a difference every day, this is the place for you.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Essential Duties and Tasks

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.

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

Competencies, Personal and Behavioral 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

Benefits:

You bring the skills, experience, and awesome attitude – what do we give back?

In addition to being part of a \$20 million (and growing) 10 county organization where over 97% of our 125+ staff say, “we make a substantive difference in our community,” We offer:

- Full time, stable, year-round work
- Flexible workweek
- Over 4 weeks of paid time off in year one
- 16 paid holidays
- Medical insurance with very low premiums for you AND your family (they are our family too)
- Dental insurance that has no premium after the first year if two dental cleanings per year per participant are completed and documented
- Retirement plan with match and 100% vesting from first contribution
- Vision insurance
- HSA contributions
- Wellness program
- Disability coverage
- Employee Assistance Program
- Ongoing training and education
- Employee and family events
- Family friendly, family minded organization ... and the people who work here

Pay: \$19 - 21 per hour

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Newcap we are dedicated to building a diverse, inclusive, and authentic workplace. So, if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Newcap is an equal opportunity employer