**Finance Assistant**

Another Way, Inc. in Lake City, Florida, has an opening for a Finance Assistant to support our day-to-day financial transactions. This is a highly responsible and professional position in a nonprofit organization and requires an understanding of accounting and grant funder regulations.

***Primary Responsibilities:***

* Payroll preparation and processing (review timesheets, enter into accounting software, route for approval, create deposit file, route for distribution)
* Process and submit payroll taxes.
* Create employee new hire files in accounting software.
* Process all employee travel sheets.
* Assist outsourced accountant with monthly/quarterly grant invoice and backup preparation.
* Prepare payment requests in accounting software.
* Collaborate with Program Department to gather reporting information.
* Review all employee expense reimbursements and credit card receipts for processing.
* Process cash receipts.
* Maintain filing of all payables and payroll and backup.
* Create grant files for contracts.
* Participate in annual financial audit.
* Record in-kind donations and match requirements for grants.
* Create check requests.
* Back-up for Executive Assistant - personnel administration of new hires, benefits administration, equipment logs, set up of phones and accounts.

***Knowledge, skills, and abilities required for the position:***

* AA degree in finance, accounting, or a related field preferred. High School Diploma with 5 years of relevant finance experience can substitute for degree.
* Work experience in nonprofit bookkeeping preferred (payroll and accounts payable).
* Proven knowledge of basic accounting principles, practices, and procedures.
* Advanced Microsoft Excel skills (creating spreadsheets and using financial functions) and other financial software applications.
* High attention to detail, with ability to spot numerical errors.
* Excellent organizational and time management skills.
* Ability to work independently and as part of a team.
* Strong analytical and problem-solving abilities.

Applicants must have a valid driver's license, auto insurance and be able to pass a Level II background check. Salary: $18.00 - $21.00 per hour and is dependent upon experience. This is a full-time office position with excellent benefits after 90 days. Liberal PTO policy, 11 holidays, health, dental and vision insurance, company paid life insurance, long-term and short-term disability.

**To apply for this position, please submit a current resume and cover letter stating why you are interested in and qualified for the Finance Assistant position to info@anotherwayinc.org. Please include Finance Assistant Position in the subject line. Resumes submitted without a cover letter will not be reviewed.**