

Mid Maine Homeless Shelter

POSITION TITLE: Finance Assistant

PROGRAM: Mid Maine Homeless Shelter & Services

REPORTS TO: Operations Director

POSITIONS SUPERVISED: None

JOB SUMMARY/GENERAL DESCRIPTION OF PURPOSE:

The person in this position is responsible for handling financial transactions and functions. Primary duties are the day-to-day bookkeeping of the organization. This position is responsible for maintaining excellence in financial accounting.

PRIMARY (ESSENTIAL) JOB DUTIES AND RESULTS

1. Records transactions in Quickbooks and Giftworks generating checks and reports in collaboration with the Operations Director.
2. Responsible for assisting and preparing shelter state and federal audits.
3. Coordinates with appropriate personnel and Operations Directors to ensure accurate expense information and required documentation has been received.
4. Verifies all credit card and charge account monthly statements with receipts.
5. Maintains records of taxi vouchers, gift cards dispensed and petty cash disbursements.
6. Records and files landlord financials.
7. Assists in the maintenance and storage of financial records.
8. Strictly adheres to confidentiality of the Shelter financial, personnel and guest information.
25. Performs other reasonably related duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

REQUIRED QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

EDUCATION/CERTIFICATION: Associates Degree in business or accounting field preferred or two to three years of practical accounting experience.

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REQUIRED EXPERIENCE: Two to three years of accounting experience preferred.

SKILLS/ABILITIES: Computer literacy a must; strong organizational, written and verbal communication skills; ability to multi task with accuracy and attention to detail; work a flexible schedule; meet deadlines; ability to work individually and as part of a team. Experience dealing with people with mental illness and substance abuse challenges preferred; leadership experience helpful. Basic knowledge of homelessness and it causes; ability to make a commitment to the Mid-Maine Homeless Shelter’s mission and organizational values.

PHYSICAL REQUIREMENTS					
Activity:	Frequency				
	Never	Rarely	Occasionally	Frequently	Constantly
Physical Dexterity and Effort					
Bending/Stooping		✓			
Climbing			✓		
Keyboard data entry				✓	
Kneeling		✓			
Lifting/carrying					
0-25 lbs			✓		
26-50 lbs					
Pushing/pulling					
0-25 lbs		✓			
26-50lbs					
Reaching			✓		
Running	✓				
Sitting				✓	
Standing			✓		
Squatting		✓			
Walking				✓	
Visual Acuity, Hearing and Speaking					
Audible Speech				✓	
Hearing Acuity				✓	
Taste Discrimination	✓				
Vision					
Depth perception				✓	
Distinguish color				✓	
Seeing – far				✓	
Seeing – near				✓	
Biological					
Biohazardous Waste		✓			
Biological Hazards – respiratory	✓				
Biological Hazards – skin or ingestion	✓				
Blood and/or bodily fluids	✓				
Communicable diseases and/or pathogens	✓				

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WORK ENVIRONMENT: *The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.*

The usual work environment may include indoor and outdoor settings, various residential settings, and occasional meetings with other agencies located in the community.

EMPLOYMENT SCHEDULE:

This is a part-time position and is normally assigned to weekdays. However, MMHS reserves the right to require overtime, weekend work, and/or assignment to evening or night shifts, depending upon operational need, some in and out of state travel required.

Creation Date: 11/20/18

My signature below certifies that I have received a copy of this job description and that I understand and agree with the contents of the document. I understand that a copy of this signed job description will be placed in my personnel file and that I am entitled to a copy, as well.

Signature: _____ Date: _____