

PROJECT
UNITY



for help...for hope

Full Time Position
M - F
40 hours weekly

POSITION DESCRIPTION: Business and Finance Specialist

TITLE: Business and Finance Specialist

REPORTS TO: Chief Finance Officer

JOB SUMMARY: Performs and ensures the completion of a variety of administrative and professional duties to accomplish the programmatic and financial goals of Unity Partners dba Project Unity.

JOB RESPONSIBILITIES:

Performs duties and maintains documentation necessary to ensure compliance with accounts payable, accounts receivable, personnel and payroll procedures.

- Prepares, reviews, and submits invoices
- Prepares and maintains all documentation necessary for vendor payments
- Secures all necessary/required authorizations/signatures for invoices, checks, deposits, and other financial documents.
- Assists Finance Director with billing, writing checks, fiscal audits, and other financial tasks on a day to day basis.
- Maintains contract binders and financial reporting documents.
- Files finance documents. Provides other support to finance director as needed.
- Provides daily administrative support and front-line response to telephone calls and walk-in visitors; makes appropriate referrals and provides limited case management services. Enters phone calls and drop-in visits into Intake1.
- Provides comprehensive office support (filing, making copies, entering data into spreadsheets, typing, word-processing, shredding documents, etc.).

Maintains direct communications with the President, Vice President, CFO and staff regarding funding levels and spending targets for various programmatic activities. Keeps accurate records and confidential files; assembles and analyzes data and provides meaningful reports to President and Finance Director as requested.

Works as a team member with other staff members to assist in all agency activities for the overall benefit of the agency.

EXPERIENCE AND QUALIFICATIONS:

- Must have skill in automated accounting system(s).
- Must possess excellent, demonstrable written and verbal communication skills.
- Must be proficient in computer skills with a working knowledge in QuickBooks, Excel and Microsoft Word.
- Must have experience working with a diverse group of people from all walks of life.
- Must possess a positive attitude.

I have read and understand the Business and Finance Specialist job description.

Employee Date

Supervisor Date