

Finance Associate Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Finance Associate provides support to the CFO in completing and processing Finance Department requirements. This position serves as the first point of contact for AP, AR, payroll, 1099s, 941s, and W-2s.

1. Process Accounts Receivable and Accounts Payable: processing cash receipts and cash deposits, enters check and credit card requests, and processing 1099s at year end.
2. Process agency payroll, including quarterly tax return (941s), SUTA reports, and year end W-2s reconciliation and processing.
3. Finance Department filing.
4. Assists the CFO with year-end audit, and monitoring visits by grantors and auditors, including assisting with pre-audit schedules and documents and other necessary preparation for external and internal audits.
5. Provide support to the CFO, including completing meeting minutes and gathering financial packets for the Board of Directors Finance and Audit committee meetings.
6. Financial records retention policy implementation including assisting with the transition to electronic records system.
7. Maintain Fixed Asset schedule tracking.
8. Maintain agency contracts tracker.
9. Maintain investment account tracker.
10. Maintain workers compensation payroll tracker for the preparation of the annual workers compensation audit.
11. Other duties as assigned.

Qualifications:

1. Bachelor's degree required. Degree in Business Administration, Accounting, Finance or related field preferred.
2. Prior experience with accounting and payroll required.
3. Prior experience working in a non-profit preferred.
4. Prior experience working with accounting software, specifically QuickBooks Non-Profit Software and Microsoft Office Suite with a strong knowledge of Excel.
5. Thorough knowledge of basic accounting procedures and understanding of Generally Accepted Accounting Principles (GAAP).
6. Professional references and valid identification required.
7. Must pass background check.

Key Competencies:

1. Strong computer/data entry skills required strong knowledge of QuickBooks Non-Profit Software and Microsoft Office Suite, specifically proficiency with Excel.
2. Excellent organizational skills, attention to detail and accuracy.
3. Time management skills with emphasis on maintaining deadlines.
4. Ability to maintain a high level of confidentiality.
5. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
6. Demonstrated proficiency in following Department of Labor, IRS and finance policies, procedures and regulations.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm

Location: 3350 Commercial Dr. Ste. 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Non-Exempt, Permanent

Supervisor: CFO/ Finance Director

Supervises: None

Hiring Range: \$20.00/hour - \$24.00/hour DOE

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "Finance Associate" in the subject line. Open until filled.

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes \$750/year to HSA), Dental, Vision and Life and EAP. All premiums covered 100% for employee's health, dental, vision and life. Free thread services.

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