

Position: Financial Assistant

Reports to: Director of Finance and Operations

Purpose of Position: Performing day-to-day accounting functions of the organization in accordance with generally accepted accounting principles and financial management processes, including accounts payable, filing, accounts receivable, donor maintenance and distribution of 1099's.

Status: Non-Exempt

Salary Range: \$35,000 to \$45,000

Duties and Responsibilities

Maintain financial records carefully and precisely, entering accurate information into forms and spreadsheets and making calculations based on previous and upcoming transactions, ensuring written communication is clear.

- Prepare, process, and file Accounts Payables, including grant payments to child care programs.
- Work with Director of Finance and Operations and Lead Accountant in preparation of annual audit.
- Process invoices and follow up with clients, suppliers and partners as needed.
- Reconcile grant payments to grant payment check requests and WorkLife System (WLS) reports.
- Maintain paid invoice files and generate applicable financial reports.
- Assist in preparation and distribution of 1099s to IRS and vendors.
- Maintain all required vendor information including ACH and W-9 information.
- Provide support to reconcile bank records.
- Reconcile bank account(s)
- Update financial spreadsheets using Microsoft Excel.
- Check Microsoft Excel spreadsheets for accuracy.
- Enter financial transactions into QuickBooks.
- Verify that all invoices and purchase orders fulfill the Procurement Policy and all documents are approved.
- Scan and file accounting documents.
- Maintain organization of contracts of the organization. Monitor deadlines, reports and renewal dates. Maintain contract files.
- Maintain Donor software system, enter donations, reconcile to QuickBooks.
- Support month-end and year-end accounting functions such as: adjusting journal entries, analysis of accounts, report preparation, reporting to funders.
- Support in updating Accounting Manual and look for ways to improve processes and internal control of organization.
- Process Company issued credit cards.

Track reports as advised by the Director of Finance and Operations including, but not limited to:

- Mileage reports.

- Credit card reports.
- Record checks received in the mail.
- ACH reports.
- WLS reports.

Engage in regular communication to promote and conduct the work of Child Care Aware® of Kansas including, but not limited to:

- Child Care Aware of Kansas organizational leadership.
- CCR&Rs.
- Funders and stakeholders.

Develop credibility for the finance department by providing timely and accurate reports for preparation of budgets, financial reports and financial trends in order to assist the Director of Finance and Operations in performing their responsibilities.

Participate in meetings to ensure communication and tasks are completed.

- Participate in All Staff meetings.
- Meet regularly with direct supervisor and finance team.

Participate in a variety of temporary and/or permanent committees to ensure the strength of the organization.

Participate in a variety of professional development events to stay current with early childhood research, trends and best practice.

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas.

Assist in preparing responses and reports to support CCR&Rs and other partnering organizations.

Practice and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness.

- Ensure the procurement policy and procedures are established and practiced.

Complete required Child Care Aware® of Kansas employee reports and duties in accordance with agency policies, including:

- Monthly credit card report.
- Monthly car report.
- Monthly employee expenses report.
- Monthly car maintenance.
- Quarterly Child Care Aware® of Kansas Board report.

Education:

- Associate Degree in Accounting, finance, business, or a related field required.

Experience:

- Experience using Quickbooks in a professional setting preferred.

- Experience using Microsoft Office products preferred.
- Experience in nonprofit environment preferred.

Special Knowledge and Skills:

- Bilingual preferred.
- Commitment to diversity, equity and inclusion.
- Ability to communicate and collaborate with diverse internal and external stakeholders.
- Proficient using Microsoft Word, Excel, and Access, including creating and editing documents, and spreadsheets.
- Work well with the public and with a diverse client population.
- Ability to edit documents for content, clarity and consistency.
- Ability to work independently in a fast paced environment.
- Ability to complete projects in a timely manner and to multi-task.
- Attention to detail, with an ability to spot numerical errors.
- A passion for increasing the quality of care for children and their families.

Miscellaneous Requirements:

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including overnight travel.
- Valid Kansas driver's license.

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives, and unique identity.

Disclaimer

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.