

FIRST CALL JOB DESCRIPTION
Title: Finance Associate
Reports to: Chief Financial Officer

POSITION SUMMARY

The Finance Associate assists with all day-to-day accounting functions and preparation of monthly accounting reports; works closely with the CFO and Director of Development to develop grant proposals and budgets.

MAJOR FUNCTIONS

1. Implement Fund Accounting policies and procedures using Intacct Accounting Software to record journal entries for all transactions
2. Assist with the day-to-day activities of accounts payable, cash disbursements, invoicing/billing, accounts receivable, customer credits and collections, payroll, perpetual, fixed asset records, general & entity accounting, cost accounting, & fund accounting
3. Assist in preparation of agency, program, and grant budgets
4. Prepare financial reports for outside agencies and funders to demonstrate how funds were used regarding program and grant budgets
5. Support CFO with commercial insurance and employee benefits policies
6. Assist with all elements of employee benefits, including employee support during enrollment process and invoice review to ensure billing accuracy
7. Provide financial information for analysis and evaluation of company ventures or special projects, programs, capital expenditures, products costing, etc. when necessary
8. Assist in processing payroll and submitting contributions to the retirement plan in a timely manner
9. Interface with outside audit firm(s)
10. Finance Associate must use the utmost discretion in all presentations /correspondence and communication for staff, Board of Directors, and other individuals outside of the organization
11. Some in-town and out-of-town travel may be required to complete position responsibilities

QUALIFICATIONS

1. Bachelor's Degree (B.A. or B.S.) from four-year College or University
2. Two or more years related experience and/or training, or equivalent combination of education and experience
3. Ability to read, analyze, and interpret general business forms, professional journals, technical procedures, or governmental regulations
4. Ability to respond effectively to the most sensitive inquiries and complaints.
5. Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis, and probability statements

WORKING CONDITIONS

1. Working hours: 9:00 a.m. – 5:00 p.m., Monday through Friday, with 30-minute lunch and two (2) 15-minute breaks (can be taken congruently).
2. First Call provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
3. First Call's Commitment to Diversity: First Call Staff and Governing Board reflect our region's diversity and understand that treatment of substance use and mental health disorders in the United States has been adversely impacted by systemic racism and stigma. First Call is committed to cultivating and preserving a culture of inclusion, mutual respect, support, and connectedness. In recruiting for its team, First Call welcomes the unique contributions that individuals can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation, and beliefs.