

disAbility Link Job Posting:

Internal and External

Edited from original description

Date Open: 10-06-16 Date Closed: extended to 11-25-16

**Job Description: Finance and Human Resources Assistant.
This position will be between 20-35 hours/week**

Position: Finance and Human Resources Assistant

Reports to: Program Manager

FLSA Status: Hourly

Part-time or Full-time: Part - time TBD 20-35 hours per week

Summary:

The Finance and Human Resources Assistant under the direction of the Finance Director responsible for managing the integrity, accuracy and timeliness of the Center for Independent Living's ("CIL") financial and accounting records, compiling and completing reports as well as providing information about the CIL's financial activities that will assist the Executive Director and the Board of Directors in making economic decisions about the organization's future. The Finance and Human Resource Assistant coordinates human resource activities including recruitment, benefit plan administration, training, orientation, administration and office duties as well as related work.

Primary Responsibilities:

A. Provision of Financial Services.

1. Responsible for assisting the finance director in the accurate and timely dissemination of financial reporting, including but not limited to, internal monthly financial statements, forecasting and cash flow projections.

2. Assist Finance Director in the annual budgeting and planning process in conjunction with the Executive director and staff.
3. Manage all aspects of the accounting information system, including the implementation and maintenance of accounting software as directed by Finance Director
4. Complete monthly and year-end financial closing entries as directed by Finance Director.
5. Assist in Developing, implementing, and ensure the organization's adherence to accounting policies and procedures.
6. Assist in the annual audit process.
7. Assist Finance Director in payroll and related benefits.
8. Assist Executive Director with financial portions of grant applications.
9. Compiles and completes reporting on a monthly, quarterly and year end basis as well as on as needed basis.
10. Perform other duties as assigned.

B. Provision of Human Resource Services, Administration and Office Support

1. Administration of Human Resources activities including recruitment, scheduling, orientation, training, timekeeping and other functions related.
2. Provide and/or assign administrative support to Executive Director, in particular, as well as to the entire staff as needed and directed.
3. Manages office staff and office supplies including ensuring inventory is documented and office supplies are maintained.
5. Set up office areas including, but not limited to, setting up work stations and computers and conducting new employee introduction to disABILITY LINK.
6. Develop and maintain forms and procedures as requested.

7. Document statistics for monthly, quarterly and year-end reports specific to grants assigned.
8. Complete all other necessary paperwork including Management Information System (MIS) forms.
9. Complete required reporting assigned.
10. Manage the Referral process, complete assignments to staff.

C. Provision of Independent Living Services to consumers.

1. Receive and respond appropriately to I & R requests, by phone (voice, TTY), written request, and/or in person, providing information and making appropriate referrals in a timely manner.
2. Maintain detailed records of all contacts made.
3. Complete I & R documentation.
4. 7. Maintain knowledge on disability issues in the community in order to provide guidance and advocacy to consumers as needed. 5. Assist with the CIL annual fundraising event(s).
6. Perform other duties as assigned.

Knowledge, Skills and Abilities:

1. Ability to work independently and exercise discretion, confidentiality and independent judgment regarding the provision of services and advocacy on behalf of individuals with disabilities.
2. Experience in finance or accounting practices for not-for-profit human service organizations.
3. Experience in completing grant requirement reporting.
4. Experience in preparing for and completing audits.
5. Experience in preparing budgets, monitoring budgets and allocating budgets.

6. Knowledge and experience in Human Resources.
7. Knowledge of human disabilities and their characteristics.
8. Knowledge of program coordination, direction and implementation.
9. Ability to communicate effectively both orally and in writing.
10. Ability to establish and maintain effective working relationships with consumers, co-workers, the Board, the public and other service providers.
11. Excellent skill in computer and accounting operations.
12. Possess Management, leadership, and organizational skills with the ability to balance multiple tasks, prioritize work effectively, and use judgment and discretion in decision-making.
13. Commitment to and ability for continuous improvement and mastery of the relevant body of knowledge related to this position.

Education:

Minimum qualifications requires bookkeeper experience in non-profit, associate's degree and/or Junior standing level working towards a bachelor's degree in accounting, business administration or related degree. Prefer a bachelor's degree in accounting, business administration or related degree. These requirements can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Personal experience with disability-related issues is preferred.

- Location: disABILITY LINK Office
- Compensation: Based on experience, 20-35 hour week
- Schedule: Minimal schedule will be 10 am to 2 pm Monday through Friday with occasional changes to work schedule as organization needs.
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please do not contact job poster about other services, products or commercial interests.

Qualified people with disabilities and diverse backgrounds are encouraged to apply.

disAbility Link is an equal employment opportunity employer. To apply for this unique opportunity to be directly involved within your community, please forward your cover letter and resume to the attention of Kim Gibson, Executive Director at kgibson@disabilitylink.org