

Public Access Corporation of the District of Columbia

901 Newton Street, NE, Washington, DC 20017 P-(202) 526-7007; F-(202) 526-6646

Finance Assistant

Job Title: Finance Assistant
Reporting To: Vice President Administration & CFO
Status: Part Time (Non-Exempt)

I. SUMMARY

Under the direction of the Vice President Administration & CFO, the Finance Assistant will be responsible for providing support to Chief Financial Officer and perform designated functions within the organization's system of financial checks and balances.

II. RESPONSIBILITIES

1. Process accounts payable documents, ensuring compliance with departmental and corporate policies; post information to accounting system using correct accounting codes and programmatic distributions;
2. Assure purchase and expenditure requests are documented and routed properly for approval prior to purchasing; prepare and process requisitions and purchase orders for approval; track purchases; report to CFO once items are inspected, tested, and added by assigned department personnel to inventory as appropriate;
3. Post daily financial activities (Daily Reports) into accounting system using assigned accounting codes;
4. Audit vendor invoices for accuracy, duplication, etc., and prepare check requests;
5. Review daily reports and prepare and make daily deposits on a timely basis;
6. Create and maintain vendor files and designated financial files;
7. Provide support to the organization's annual audit as needed;
8. Provide administrative support to CFO including: Track information and assist the CFO in compiling reports and responding to informational requests relating to the financial and administrative operations of the corporation, including collecting and maintaining all information required for annual reporting to the D.C. Council or other testimony or public reports in accordance with specifications; mailing tax returns and payments timely, assist with intake of capital purchases, provide support to the organization's annual audit, pursue payment of checks returned for insufficient funds and associated fees; track member check writing privileges, manage credit card machines, arrange travel and maintain travel expense reports, communicate accounts payable operating guidelines to other departments, including purchasing procedures; etc.
10. Other duties as assigned.

III. WORKING CONDITIONS

The position is scheduled 20-25 hours per week, with the amount of time and specific schedule determined by the Chief Financial Officer to meet the needs of the organization. Work hours will usually be scheduled during the organization's administrative hours, 10:00 am to 6:30 pm Monday through Friday, but due to the nature of the position, work times may occasionally occur during evenings or weekends in order to accomplish the position responsibilities and meet organization needs. The position is an essential function in financial processing and accountability, and performs a critical role in maintaining the organization's system of checks and balances; reliable availability during scheduled hours is essential.

IV. REQUIREMENTS

Associate Degree in business management (business related discipline acceptable) or accounting, plus 1) at least 5 years of experience in office management, or alternatively 2) a minimum of three (3) years experience in an accounting office, including one (1) year in accounts payable management. Working knowledge of financial statement preparation is helpful.

Also required:

- excellent interpersonal skills;
- proven ability to work in a team environment
- demonstrated exceptional organizational ability, and excellent attention to detail and highly accurate work;
- excellent analytical skills;
- strong verbal, reading and written communication skills (including demonstrated proficiency with writing skills such as grammar, sentence form and structure;
- proven ability to solve problems and facilitate successful outcomes
- knowledge of accounting practices and methodologies
- Must be Proficient in the use of computers. Software requirements include:
 - Quickbooks
 - Microsoft Office
 - E-mail and calendar sharing
 - Document sharing functions; and
 - Common database software functions.

ALL APPLICATIONS MUST BE RECEIVED BY

THURSDAY FEBRUARY 24, 2012 5PM EST

Send Cover Letter, Full Resume:

Must Include Salary Requirements

Human Resources
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