



Position Title: Financial Assistant

Reports To: VP of Business and Finance

CLASS: part-time, non-exempt

## **POSITION SUMMARY**

The Financial Assistant serves as support for the Vice President of Business and Finance in achieving organization objectives for the Humane Society of Northeast Georgia (HSNEGA).

## **ESSENTIAL FUNCTIONS**

### *Business Operations*

- Prepares daily deposits including entering monies into Quickbooks, balancing the daily cash reports, processing online transactions, and reconciliation of online transactions.
- Assists with general accounts payable/receivable, bookkeeping, and check writing.
- Manages postal/shipping operations, including overseeing incoming/outgoing parcels/mail (USPS, FedEx, UPS).
- Ensures incoming packages are appropriately distributed.
- Maintains inventory of stamps, letterhead, thank you cards, and other mail-related supplies.
- Manages tracking of inventory for medications available for resale and various supplies.

### *Administrative Support*

- Serves as the support for the Vice President of Business and Finance to address evolving business needs
- Assists with email and written communication.
- Assists with generating and proofing organizational communications including SOPs, board documents, etc.
- Assists with maintaining financial and other files.
- Completes other duties as assigned

### *Physical Requirements and Work Environment*

- Regularly sits at a computer station and operates electronic equipment.
- May be exposed to animals/animal allergens and zoonotic diseases under conditions with limited alternatives available.
- Must be able to deal with an often fast paced and changing workload which at times can be stressful.
- Must stand, walk, bend and stoop frequently to perform duties.

### *Skills and Abilities*

- Associate's degree preferred, but professional experience and certifications may be substituted for education.
- Demonstrated proficiency in Microsoft Office, especially Word and Excel.
- Knowledge of QuickBooks and financial reporting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Demonstrated experience in dealing effectively and tactfully with the public and ability to create a team environment/positive work culture.
- Demonstrated ability to apply good judgment in making decisions in accordance with organizational policies and procedures and to handle emergencies, think critically and act accordingly.
- Sound judgment and ability to exercise complete discretion when dealing with confidential information.

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship*

*Humane Society of Northeast Georgia 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.*