

JOB DESCRIPTION

Title: Administrative Assistant-Finance/Accounting Clerk	Division/Program: N/A
Department: Finance, Advancement and Financial Aid	FLSA Status: Non-exempt (40 hours/week)
Reports to: Vice President for Finance and Administration	Supervises: N/A

Summary

The Financial Administrative Assistant will provide day-to-day administrative support to Advancement (50%), Financial Aid (25%) and Finance staff (25%). This position will be responsible for donor and alumni data including processing all gifts to the seminary in accordance with development and business office practices and maintain donor database using industry best practices. This position will plan and execute advancement and seminary-wide donor reporting and analysis as requested. The position will provide support for accounts receivable, accounts payable, and cash management functions of the business office and provide backup support for payroll processing. This position will provide administrative, clerical, and data entry support for the Financial Aid office.

Essential Responsibilities

1. Performs all aspects of accounts receivable and student billing functions including the submission and reconciliation of billing; conducting billing analysis and reporting functions; and implementing accounts receivable and billing procedures
2. Performs all aspects of accounts payable functions including conducting accounts payable analysis and reporting and implementing accounts payable procedures
3. In collaboration with the Director of Human Resources and Operations and the Accountant, execute all aspects of payroll processing functions as the backup to the Accountant
4. In collaboration with the Director of Individual Giving, performs all aspects of gift processing in accordance with development and business office procedures including developing mailing lists, preparing and assembling solicitation documents, gift receipt, gift acknowledgement, data entry, donor correspondence, and gift reporting and analysis
5. Generate reports as needed for all development activities including reports to increase the effectiveness of the development office, to ensure robust reporting on goals and work progress and keep development staff informed of donor activity
6. Processes non-gift cash receipts in accordance with business office procedures

7. Performs various bookkeeping and general ledger functions including departmental chargebacks for postage, copying and food service/in-house catering
8. Suggest changes to procedures and systems that will enhance the supported departments ability to operate efficiently
9. Maintain finance and administration files, records and documents
10. Maintain development donor and constituent data bases, files, records and documents in accordance with development procedures and CUE guidelines (for churches only)
11. Provide administrative support to the Vice President for Finance and Administration, Director of Human Resources and Operations, and Accountant
12. Performs other related responsibilities and duties as assigned by the Vice President for Finance and Administration and the Vice President for Advancement

Secondary Responsibilities

1. Manages special projects as requested
2. Participates in committees and taskforces as assigned
3. Assist with special events as requested

Job Specifications

Education and Experience

- High School degree or equivalent required, Bachelor's degree preferred
- Technologically savvy with broad knowledge of Microsoft Office products, relational databases, report writing tools required, experience with online payroll services, PowerFacts and Blackbaud software products preferred
- Experience with accounts payable and receivable, general ledger, payroll, and billing required
- Five or more years of finance/business office administrative experience required
- Knowledge of educational and/or nonprofit regulations helpful

Knowledge, Skills, and Abilities

- Ability to plan, prioritize, coordinate, multi-task, and manage multiple responsibilities and deadlines with minimal supervision
- Possess thorough, organized, accurate and detail-oriented approach to work with effective problem solving skills
- Keen analytic, organization and problem solving skills which allows for data interpretation versus simple reporting
- Self-motivated, fast learner, demonstrated initiative, work as an effective and proactive team player

- Personal qualities of integrity, credibility, and commitment; a proactive, hands-on thinker who will own, in partnership with the Vice President for Finance and Administration, the responsibility for finance
- Strong interpersonal and communication skills; experience in effectively communicating information orally and in writing, including policy and procedure compliance, while maintaining confidentiality
- Ability and willingness to provide excellent customer service and work respectfully with a variety of people and organizations

Physical Requirements Necessary to Perform Job

Incumbent must be able to:

- Communicate effectively in English in order to use telephone, and communicate with persons in the office and other environments
- Sit at desk for extended periods, as well as move around office area as needed to complete tasks
- Apply manual dexterity for computer keyboarding and office equipment use
- Perform some bending, stretching and reaching related to office equipment use
- See in order to complete position related functions
- Ability to occasionally lift 10-20 pounds

Tools and Equipment Used

Incumbent must be able to:

- Use and learn computer programs, multi-line telephone, calculator, copy machines, fax machines, postage machine and folding machine, and other office equipment
- Use computer, related peripherals and software

Employee Signature Date

Supervisor Signature Date