

DAVID'S HOUSE

JOB BRIEF

JOB TITLE: _____ Financial Assistant/Office Manager _____

DATE: 2/2008

JOB SUMMARY: Reporting to the Executive Director, performs a variety of bookkeeping and support functions to assist in the overall operation of David's House.

JOB RESPONSIBILITIES:

1. Independently performs assigned payroll, direct deposit and related tax payment functions.
2. Receives and pays all David's House expenses in a timely and efficient manner.
3. Maintains all account receivables and collections.
4. Completes all corporate insurance and government forms, as appropriate. Forwards to appropriate parties.
5. Administers, maintains and makes recommendations on employee benefits including insurance, flexible spending accounts, and retirement programs.
6. Reconciles David's House bank accounts. Communicates with the banks as needed to settle issues, discrepancies, etc.
7. Assumes responsibility for making independent financial decisions regarding the establishment of new bank accounts, and reviews with the Executive Director as appropriate.
8. Provides support to investment committee and finance committee on business transaction activity.
9. Produces monthly-computerized financial statements and supporting documentation as appropriate.
10. Prepares bank deposits as appropriate, and enters all data concerning cash receipts into the accounting software.
11. Reconciles development reports back to financial records and assists development director with database maintenance and support.
12. Prepares confidential employee information, as well as both standard and ad hoc reporting for management and the Board. Ensures confidentiality of all financial information through prudent surveillance of computerized and printed material.
13. Prepares schedules and reviews all financial accounts and donations with the auditors, as appropriate.

14. Assists in budget preparation activities, including three-year comparison figures for all income and expenses: payroll, yearly expenses, capital expenses, and recommendations of changes/increases in expense categories, researching of utilities and production of appropriate spreadsheets, as assigned.
15. Attends Finance and Investment committee meetings.
16. Performs tracking of restricted donations, providing information, reports, etc., as needed.
17. Manages office operation, including ordering supplies, and ensuring that adequate materials and souvenir items are available as needed. Offers vendor support when appropriate (telephone system, office machines).
18. Attends professional development conferences, seminars, etc., to enhance skills with finance and administrative functions.
19. With all other staff members, shares in meeting the needs of guests as required.
20. Provides support on special projects as needed.
21. Prepares reports on house statistics.
22. Provides financial support services and oversight with in-house/external David's House events, as needed.
23. Oversees computers, ensures appropriate back up, troubleshooting, networking and maintenance. Makes recommendations concerning upgrades and replacements. Monitors computerized financial information to ensure compliance with auditing requirements.
24. Maintains and updates the David's House web site, working with outside consultants as needed.
25. Performs other duties as required or assigned.

MINIMUM EDUCATION & EXPERIENCE: Associates degree in Accounting with a minimum of one to three years of relevant experience, or the equivalent required. Previous non-profit accounting experience helpful. Computer skills with QuickBooks, Microsoft Office, and Aatrix payroll software strongly desired. Good oral and written communication skills essential. Due to the sensitive nature of the organization, must be able to maintain confidentiality at all times. The ability to work both independently and as part of a team required. Must be able to prioritize tasks based on urgency. Previous experience working with and around families and children helpful.