

**Full - time: Monday through Friday (8:00 a.m. - 5:00 p.m.)**

**In-office position**

**Salary: \$39,520 - \$45,760**

**PRIMARY FUNCTION:**

Under the general supervision of the Associate Director, this person is responsible for assisting with the financial management, entry and tracking of all agency revenue and expenditures; as well as recording services provided and other contract deliverables.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Deposit and record revenue and print checks for approved expenditures in QuickBooks
2. Assure accounts payable are paid timely, accurately and filed appropriate
3. Prepare weekly payables for approval by Associate Director
4. Ensure all receipts are received for grant tracking purposes
5. Assist with bi-annual inventory
6. Assist with monthly or quarterly financial and program reporting
  
7. Assist with database entry and retrieval of reports as needed
  
8. Prepare payroll and related quarterly and annual reports
  
9. Manage office petty cash
  
  
10. Prepare and update YTD summary reports for auditors or funders

11. Serve as administrative support to direct service programs as needed

12. Assist with contract compliance and updating contract binder information

13. Other related duties as assigned

**QUALIFICATIONS:**

Ability to maintain confidentiality of clients, staff and financial records. Ability to keep detailed and accurate records. Ability to communicate effectively with program staff, administrative staff and vendors. Knowledge of Generally Accepted Accounting Principles, Excel spreadsheet, Word Processing, QuickBooks and database entry required. Associate Degree or four years progressive experience in bookkeeping required. Must be able to obtain/possess a valid Arizona Driver's License, show proof of current auto insurance and pass a Level One Fingerprint Clearance background check.