



Finance Assistant (Part-Time) Job Description

May 2021

OUR MISSION: NEW inspires and equips mission-driven people, organizations, and communities to realize their visions of a just and thriving society

OUR VISION: Empowered leaders. Flourishing nonprofits. Vibrant communities

Purpose of Position

The Finance Assistant works with the Finance Manager to carry out monthly and ongoing bookkeeping tasks for NEW's third-party bookkeeping clients.

Organizational Relationships

This position reports to the Finance Manager and is part of NEW's Finance Department.

Major Duties

The Finance Assistant will collaborate with the Finance Manager on the following ongoing tasks:

- Processing transaction information as submitted by clients, and accurately recording those transactions in QuickBooks Online (QBO)
- Preparing monthly reconciliations for client statement accounts in QBO
- Preparing monthly financial reports using QBO and delivering the completed reports to clients
- Creating upcoming or recurring bill transactions in QBO & maintaining vendor records; de-duplicating and editing vendor profiles to standardize formats
- Linking invoices to appropriate payments received in QBO & maintaining customer/donor records; de-duplicating and editing customer/donor profiles to standardize formats
- Correcting historical transaction records as directed by the Finance Manager
- Communicating with clients and working with the Finance Manager to answer client questions and to determine solutions for client problems



Education & Experience

- This role does not require prior experience

Competencies

- Interest in learning about nonprofit operations & finance; willingness to learn to use QuickBooks Online
- Basic working knowledge of Microsoft Excel and/or Google Sheets
- Comfort working with numbers and basic mathematics
- A high level of professionalism in dealing with confidential information and potentially sensitive issues
- Attention to detail including considering all aspects of a whole, following steps to resolve errors, and accurately checking processes and results
- Ability to follow instructions and adhere to existing processes and procedures
- Ability to work independently and to manage priorities and workflow effectively
- Willingness to ask questions of clients as well as colleagues to discover relevant information and identify key issues or problems, as well as to recommend potential solutions
- A team player who shows interest in the culture, vision, and goals of the entire organization, with willingness to pitch in where necessary to keep NEW running smoothly and to help meet client needs

Compensation

- This is a part-time position with an anticipated requirement of 10-15 hours per week
- The rate of pay for this position will be between \$16-19 per hour, depending on qualifications and work experience

Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications. NEW encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.

Please send your cover letter and resume to amorris@new.org by end of day Monday, May 24, 2021.



NEW's Core Values:

Because we believe that communities, organizations and people are filled with potential waiting to be unleashed...

We Honor the rich diversity of people, experiences and ideas.

We Invest in our people, clients, and communities.

We Seek to Understand by promoting lifelong learning for ourselves and our clients.

We Collaborate by supporting each other as team members and through partnerships.

We Innovate by encouraging creativity and finding solutions.

We Deliver exceptional service - every time.

NEW's Statement on Diversity:

We believe that our mission is most effectively fulfilled through a commitment to inclusiveness and a sense of belonging as core values and practices. We maintain that building and sustaining diversity requires an ongoing commitment to inclusion that must find full expression in our organizational culture, values, norms, and behaviors. We aim to lead by example, viewing and encouraging diversity as a fundamental and abiding strength of NEW, the nonprofit sector in Southeast Michigan and beyond.

NEW strongly values equity and believes in a just and fair society where all can participate, prosper, and reach their full potential. We work towards a more inclusive world and as such we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.