



Finance Assistant

Reports to: Director of Finance

Position Purpose: This role is to be a proactive support resource for the finance department and the Director of Finance. This role will operate with a high level of accuracy and ensure all assigned elements are executed in a timely manner.

Key Result Areas:

- Serve as the lead support for the Director of Finance and the Finance department
 - Reconcile all bank accounts and credit cards monthly, provide reports to the finance director regarding the reconciliation and proactively communicate any charges or activity that appear questionable
 - Enter financial donations into QuickBooks and deposit donations in the bank as requested
 - Reconcile QuickBooks to other systems on a weekly basis, provide reports to the finance director regarding the reconciliation and proactively communicate anything that stands out that needs to be examined further
 - Reconcile donor database to other systems on a weekly basis, provide reports to the finance director regarding the reconciliation and proactively communicate anything that stands out that needs to be investigated further
 - Manage all of accounts payable and ensure vendors and bills are paid in a timely manner while proactively communicating to the finance director if a bill looks inaccurate or needs more clarity
- In collaboration with the Director of Finance provide a summary report on a weekly basis to the Director of Finance, outlining fundraising goals, fundraising actual, projected expenses, actual expenses and cash flow.
 - Provide analysis of the report through proactive communication to ensure everyone is on the same page regarding the financial situation at that time
- Administrative tasks including but not limited to: receiving mail and depositing donations when requested, managing office supplies and ordering when needed
- Other support to the Director of Finance as needed

Requirements:

- A desire to further the mission of Hill Country Daily Bread Ministries
- Associate or bachelor's degree is preferred
- Minimum 3 years' experience in bookkeeping
- Attention to detail
- Experience with QuickBooks Desktop, Excel

Interested candidates should email their resume to kerry.lischka@hillcountrydailybread.org