

Finance Associate Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Finance Associate provides support to the CFO in completing and processing Finance Department requirements. This position serves as the first point of contact for AP, AR, payroll, 1099s, 941s, and W-2s.

1. Process Accounts Receivable and Accounts Payable including processing cash receipts and cash deposits, enters check and credit card requests, and processing 1099s at year end.
2. Process agency payroll, including quarterly tax return (941s), SUTA reports, and year end W-2s reconciliation and processing.
3. Finance Department filing.
4. Assists with year-end audit, and monitoring visits by grantors and auditors, including assisting with pre-audit schedules and documents and other necessary preparation for external and internal audits.
5. Provide support to the Finance Director, including completing meeting minutes and gathering financial packets for the Board of Directors Finance committee.
6. Financial records retention policy implementation.
7. Assist with transition to electronic record system.
8. Maintain Fixed Asset schedule tracking.
9. Track travel expenses on Travel Tracker.
10. Maintain investment account tracker.
11. Maintain workers compensation payroll tracker.
12. Assist Finance Director in the preparation of the workers compensation audit.
13. Other duties as assigned.

Qualifications:

1. Bachelor's degree required. Degree in Business Administration, Accounting, Finance or related field preferred.
2. Prior experience with accounting and payroll strongly preferred.
3. Prior experience working in a non-profit preferred.
4. Prior experience working with QuickBooks Software and Microsoft Office Software (specifically Excel) preferred previous experience with accounting software strongly preferred.
5. References and valid identification required.
6. Must pass background check.

Key Competencies:

1. Strong computer/data entry and management skills required, strong knowledge of QuickBooks Software and Microsoft Office Software (specifically Excel) preferred.
2. Ability to maintain a high level of confidentiality.
3. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
4. Demonstrated proficiency in following Department of Labor, IRS and finance policies, procedures and regulations.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm

Location: 3350 Commercial Dr. Ste 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Non-Exempt, Permanent

Supervisor: CFO/ Finance Director

Supervises: None

Hiring Range: \$20.00/hour - \$24.00/hour DOE

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes \$750/year to HSA), Dental, Vision and Life. All premiums covered 100% for employee's health, dental, vision and life. Free thread services.

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "Finance Associate" in the subject line. Open until filled.

Updated 10.2017