**Finance Assistant**

**Job Title: Finance Assistant**

**Finance Assistant Job Purpose**:

We are looking for a Financial Assistant to support our day to day transactions, including expenses and payroll.

Assisting the finance director & billing supervisor in managing, processing and troubleshooting various accounts and transactions.

Ultimately, you’ll help maintain our company’s financial health and make sure we use our resources beneficially.

**Finance Assistant Job Duties**:

* Process and prepare financial statements for the purpose of checking account balances, facilitating purchases, etc.
* Track and reconcile bank statements
* Process biweekly payroll and keep organized records
* Record accounts payable and account receivable
* Provide administrative support during budget preparation
* Perform routine calculations to produce analyses and reports as requested by the Finance Director.
* Help Billing Supervisor oversee and manage individual accounts.
* Create, send, and follow up on invoices.
* Review and adhere to department budgets.
* Collect and enter data for various financial spreadsheets.
* Review and audit financial statements and reports, ensure all calculations and data entries are correct.
* Reconcile any discrepancies or errors identified by conversing with employees and/or clients.
* Assist the Financial Director in creating financial reports on a regular basis.
* Adhere to the company’s or organization’s financial policies and procedures.

**Finance Assistant Skills and Qualifications**:

Work experience as a Financial Assistant, Finance Officer or similar role

Good knowledge of accounting and booking procedures

Advanced MS Excel skills (creating spreadsheets and using financial functions)

Familiarity with accounting software (e.g. QuickBooks)

Organizational and time management skills

Attention to detail, with an ability to spot numerical errors

Prefer: Bachelor’s degree in Finance, Accounting or Economics

Associate’s or bachelor’s degree in business, finance, accounting, or a related field; excellent mathematical skills; understanding of data privacy standards; integrity; honesty; customer-service skills; solid communication skills, both written and verbal; familiarity with business principles and practices; superior attention to detail; organizational skills; planning skills; problem-solving skills; analytical skills; critical thinking skills; computer skills, particularly with spreadsheets and calculation software.