

JOB DESCRIPTION

Job Title: Finance and Administration Specialist
Job Reports to (title): Director of Finance and Grants
Date Issued/Revised: April 23, 2024

Part/Full-Time: Full-Time
FLSA (Exempt/Non-Exempt): Non-exempt
Location: Fayetteville, AR

PURPOSE OF JOB

The Finance and Administration Specialist is a skilled bookkeeper with exceptional attention to detail, organizational, time-management and documentation skills. This role works closely with the Director of Finance and Grants to ensure smooth operation of Canopy's daily, weekly and monthly financial processes. The Finance and Administration Specialist will also apply their strong administrative skills to similar tasks in the Human Resources department.

ESSENTIAL FUNCTIONS

Daily Financial Management 70%

- Utilizes Quickbooks Online to enter receipts, process invoices, run reports, and reconcile Canopy accounts
- Manages purchasing card system (Ramp.com) and exports data to Quickbooks Online
- Prints checks on a daily or weekly basis
- Oversees timely payment of office expenses including rent and utilities
- Weekly bank deposits and withdrawals
- Prepares money for the new client arrivals
- Purchases food cards for clients on a weekly basis
- Processes employee reimbursements, monthly
- Designs and maintains a physical and electronic filing system for financials and other important documentation for grant reporting including filing contracts and budget submissions
- Manages petty cash
- Drafts and submits monthly financial reports to funders under the guidance of the Director of Finance and Grants
- Provides documentation for financial audits, annually
- Runs client financial reports periodically
- Creates detailed process guidelines for all of Canopy's financial management systems
- Trains Canopy staff on current and new financial processes such as check requests and other financial systems
- Assists with the data entry and processing of monetary and in-kind donations

Human Resources Administration 20%

- Processes benefits enrollment and conducts reconciliation of health insurance and retirement benefits on a monthly basis
- Manages timesheets
- Assists Director of HR with creating and maintaining personnel files
- Provides backup coverage for the front desk
- Supports other on-going Human Resources activities
- Processes employees for onboarding and offboarding

Special Projects 10%

- Special projects as assigned by the Director of Finance and Grants
- Provides administrative support for the Executive Director and Deputy Director for special events and one-time projects
- Other duties as assigned

SUPERVISION and ORGANIZATIONAL RELATIONSHIPS

- Not a supervisory role
- Position reports to the Director of Finance and Grants

DECISION AUTHORITY and BUDGETARY RESPONSIBILITY

- Authority to approve purchasing card limit increases
- Access to Canopy bank accounts and financial institution documents
- Authority to prepare grant reports and invoices, subject to review by the Director of Finance and Grants

QUALIFICATIONS

Technical Qualifications:

- Two years of experience in bookkeeping, accounting or related field. Background in nonprofit work is a plus.
- Experience with Quickbooks Online preferred
- Experience creating procedural guidelines
- No certifications or licenses required

Knowledge, Skills and Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before employees of organization
- Knowledge of accounting practices
- Highly-organized and detail-oriented
- Skilled in MS Office and Google Enterprise
- Can produce reports including charts and graphs
- Exceptional time management skills and ability to prioritize work
- Excellent written communication skills
- Ability to be responsive in a timely manner
- Working knowledge of office equipment/technology, such as printers and computers
- Ability and desire to work with people of other cultures
- Commitment to Canopy's mission and vision

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 lbs. may be normal components in completing job duties

Employees with a disability may request a reasonable accommodation that would enable them to perform the essential functions of the job. The company will engage in an interactive process with the employee and attempt to find a mutually workable solution.

The above elements are intended only to summarize the general nature of the job and are not intended to be an all-inclusive description of the job or list of duties. Specific duties and responsibilities may vary by position or department and may change over time as business needs dictate.