



## Finance and Operations Assistant

### POSITION DESCRIPTION

The Finance and Operations Assistant assists the Director of Operation to support The Arc of King County's finances and operations. This position will also serve as a backup to the Receptionist.

### ESSENTIAL FUNCTIONS

- Enter agency payables in QuickBooks timely
- Accurately maintain filing system
- Assist Operations Director in preparation for multiple annual audits
- Preps outgoing agency payables
- Follows up on uncleared agency checks
- Follows up on returned payments
- Collects vendor W-9s
- Walks around the exterior of the office building at least once per day to ensure building is free of graffiti and litter. Makes sure receptacles are locked and secure. Reports damage to exterior of building to Director of Operations.
- Keeps tab on equipment checked out by employees i.e. computers, monitors, other electronics
- Alert Director of Operations to any damage to interior of office building
- Be compliant with Social Security Administration policies and regulations
- Be compliant with DSHS SLP program policies and regulations for SLP clients
- Work effectively with the Operations team and other program support staff
- Review monthly bank reconciliations for the Rep Payee program.
- Supports Director of Fund development with data entry and tracking/reconciliation of donations as requested.
- Covers Reception area when Receptionist is on break or out of the office.
- Follows through on assigned tasks with minimal supervision

The above is not a comprehensive list of activities, duties or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary.

### QUALIFICATIONS

**Education** Some college accounting or High School accounting or bookkeeping coursework preferred, or experience with bookkeeping, accounts payable and accounts receivable, or a combination thereof.

#### Minimum Qualifications

- Minimum one year bookkeeping, accounts payable, and/or accounts receivable experience in an office setting

- Data entry skills using Microsoft Office or 360, including Word and Excel required.
- Knowledge of QuickBooks preferred.
- Ability to learn required skills through experience, on-the-job training, and other professional development opportunities
- Ability to learn and assist in implementation of State of Washington Mandatory Reporting requirements
- Ability to learn and comply with the Social Security Administration's Guide for Organizational Representative Payees
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic and social backgrounds
- Excellent communication skills, interpersonal skills, and ability to work with a team
- Dependable and able to meet a consistent work schedule
- Ability to persevere in the face of obstacles

**OR** a combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

#### **PHYSICAL AND OTHER REQUIREMENTS**

- Ability to pass a criminal background check.
- Ability to work in an open office environment.
- Strong organizational skills including responsibly prioritizing tasks in order to meet deadlines.
- Presence in the office during work week is required.
- Work hours typically occur between 8:30-4:30 Monday-Friday with some flexibility.
- Rarely will require occasional evening and weekend work with advance notice.

#### **SALARY / BENEFITS**

The Finance and Operations Assistant is a full-time hourly non-exempt position which pays \$20.50 per hour and is benefits eligible the first day of the month after the first 60 days of regular employment.