

CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INC.
Job Description

Position: Finance Assistant
Employment Part-time up to 24 hours a week
Category:
Reports directly to: Finance Manager

Basic Function: Support work of the Finance Department. CVACL is a non-profit that supports older adults and adults with disabilities.

Educational Requirements: Associate's degree in accounting or equivalent experience

Physical Abilities:

- Must be able to sit, stand and walk frequently
- Must be able to lift 25 pounds on a regular basis
- Must be able to utilize arms, hands and wrist to perform repetitive tasks

Required Abilities:

- Accounting experience
- Proficiency in Microsoft Excel, Word and data entry
- Good organizational skills and detail oriented.
- Good communication skills.

Principal Responsibilities

- Accounts Payable: process invoices, issue checks, reconcile accounts, maintain records, monitor payments
- Accounts Receivable: maintain client files, invoice creation and process customer statements
- Codes and inputs cash receipts.
- Bank Reconciliation
- Request state fuel tax refund
- Assists in the annual reconciliation of the fixed asset inventory for main office, nutrition sites and vehicles
- Orders office supplies and printing needs for the agency
- Communicate with vendors and collaborate with other departments
- **Duties may include trainings and other activities as assigned by the Executive Director or the Finance Director.**

CVACL conducts many activities that are considered promotional and special events. Those activities are critical to agency existence and can involve a number of varied tasks. **ALL** employees will be expected to be on call during such events, provide assistance as assigned and support the activities. **ALL** staff will share the promotional and special event responsibilities regardless of the employee's regular work schedule or job description. In relation to the promotional and special activities, employees can be asked to make those activities a priority immediately upon the need presenting. Every effort will be made to provide advance coordination.