

Job Description Title:	Finance Specialist	Primary Supervisor(s):	Finance Director
Department/Group:	Administration	Secondary Supervisor(s):	Executive Team
Location:	On-Site, Office, Bridgeport	Travel Required:	No
FLSA Classification:	Non-Exempt	Position Status (FT, PT, etc.):	FT
General Workday/Week:	M-F, 8-4	Physical Demands:	LIGHT
Education and Experience:	2 years' experience Associate degree in Accounting, Finance	Performance Expectations:	
Mission Statement:			
Our programs employ the best practices in the industry and we employ them with the highest level of excellence that we know how. We seek constant improvement; improvement requires change. Therefore, change is the normal way of life in how we serve our clients and do business.			
Values:			
At the West Virginia Coalition to End Homelessness, we believe in what we do. People matter. People don't have roofs over their heads. People don't have doors that lock. We don't think that's the way things should be, and we are doing our best to stop it. Everyone at WVCEH has a part to play in ensuring people who are experiencing homelessness are stabilized in housing quickly and permanently.			
Position Summary:			
The Finance Specialist will work as part of the Finance Department, reporting to the Finance Director. The Finance Specialist will provide support to the management of the administrative office, the direct services team, and office visitors by handling a variety of administrative tasks related to the day-to-day business operations of the organization. Candidate must enjoy implementing effective and efficient financial systems, and thrive when working as part of a committed team of nonprofit professionals whose mission is to strengthen the collective voice, leadership and capacity of nonprofits to enrich the lives of those experiencing homelessness or housing crises in WV. An ideal candidate is detail-oriented and able to manage fast-paced and complex deadlines and excels in the areas nonprofit financial administration and management. In addition to the unique challenges and extraordinary rewards of our work, Coalition staff currently enjoy a rich benefits package, including Paid Time Off, Holidays, retirement and health insurance options.			
Primary Responsibilities/Essential Job Duties:			
<ul style="list-style-type: none"> • Ensure financial systems and procedures are conducted in compliance with Generally Accepted Accounting Procedures (GAAP) in accordance with agency fiscal policies, and all other applicable local, state, and federal regulations and laws. • Maintain appropriate segregation of duties and other internal controls. 			

- Record funds received and expenses paid in respective project funds/classes within QuickBooks
- Pay bills/invoices, prepare payments to consultants (domestic and international).
- Review and reconcile accounts payable transactions and activities.
- Process and oversee accounts receivable transactions and activities.
- Process and perform activities related to cash flow, bank account reconciliation, and month-end expense allocation.
- Maintain journal entries for deferred and prepaid transactions.
- Maintain sub-grant funding release schedules, and process monthly and quarterly sub-grant releases.
- Assist in the production of financial statements, program dashboards and supporting narrative analysis for regular meetings with the Finance Committee, Board, and Management Team as needed.
- Reconcile petty cash account.
- Support the annual audit process through paperwork preparation, footnote preparation, assisting auditor in 990 filing and respond to other auditor requests.

File Management

- Maintain hard-copy filing system within the WVCEH office, electronic Box filing system.
- Maintain electronic financial records in Quickbooks online.
- File appropriate documentation, in a timely manner following the set procedures in the WVCEH Standard Operating Procedures Manual.
- Assist in the preparation of regularly scheduled reports, audits and federal/state monitoring.

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent on the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		x		
Walking		x		
Sitting				x
Using hands to finger, handle or feel				x
Reaching with hands and arms				x
Climbing or balancing		x		
Stooping, kneeling, crouching, or crawling		x		
Talking or hearing				x
Tasting or smelling	x			
Other: Please describe.				

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. The noise level is moderate, as typical of a business office setting with computers, printers, traffic lights and phone conversations.

Equipment Used: Photocopiers, Scanners, Desktop Computer and phone-systems.

Materials Used: Office supplies (e.g., bond paper, correction fluid, markers, toner).

Noise: Moderate noise.

REQUIRED CERTIFICATIONS/EXPERIENCE

- 2 of 4 year degree in Accounting or Finance or related field required
- The successful candidate will be a highly motivated self-starter with at least 2 years of demonstrated experience working within a finance department or equivalent position.
- Advanced understanding of records, grant accounting, billing to ensure compliance with 2 CFR 200 General Accounting Principles.
- Master multi-tasker with excellent communication skills and upbeat attitude.
- Excellent time management skills
- Ability to maintain confidentiality and security.
- Prior experience using QuickBooks Online required
- Must be comfortable with computers, general office tasks, and have experience with MS Office Suite.
- Professional, mature demeanor with a genuine desire to meet the needs of others.
- Reliable transportation and ability to work on-site daily at administrative office location required.

Work Activities

- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Communicating with People Outside the Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

Competencies

To perform the job successfully, an individual should be competent in the work styles, knowledge, skills and abilities listed below.

Work Styles

- **Integrity** — Job requires being honest and ethical.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Knowledge

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Technology** — knowledge of computers, financial systems, and general accounting principals.

Skills

- **Speaking** — Talking to others to convey information effectively.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Persuasion** — Persuading others to change their minds or behavior.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work-related documents.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.