

Finance Assistant

Reports To: Head of Finance

Job Overview

Assist with the day-to-day task in our finance department and play an integral role in maintaining accounting information.

Responsibilities and Duties

1. Manage data, records, and reports by checking for errors and verifying accuracy of information
2. Enter financial data into the system
3. Process invoices and follow up with stakeholders as needed
4. Create project cost reports
5. Update financial records
6. Assist with the preparation of monthly financial reports
7. Keep track of accounts payable
8. Adhere to written accounting procedures and policies.
9. Provide administrative support within the Finance team

Qualifications/Skills/Knowledge

- High School Diploma or GED equivalent; Associates Degree in Accounting
- Good knowledge of accounting practices
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g., QuickBooks)
- Strong organizational skills, both analytical and problem solving
- The ability to work with sensitive and confidential documents
- Requires strong communication skills, both verbal and written
- Ability to manage multiple tasks/projects to achieve deadlines
- Good research skills and attention to detail
- Valid driver's license

Work Environment

Environment: Office and field environment; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction