

**Finger Lakes ReUse Inc.**  
**Staff Position Description – Summary and Qualifications**

Job Title: **Financial Management Assistant**

**POSITION SUMMARY:**

The Financial Management Assistant is a position responsible for complex administrative tasks and contributing to projects in a busy office setting. This position works independently with the finance department team to perform accounting and clerical functions. The position requires a high degree of attention to detail and discretion with sensitive information. A successful candidate is capable of both working independently and collaborating closely with others.

**KEY RESPONSIBILITIES:**

- Post day-to-day financial transactions to accounting software, including Accounts Receivable, Accounts Payable, and allocation journals.
- Process weekly payroll accurately and on schedule.
- Maintain and update employee payroll records, including new hires, terminations, and changes.
- Verify timekeeping data and resolve discrepancies in timesheets or attendance records.
- Assist with tax filings, garnishments, and other statutory deductions.
- Maintain and update internal tracking sheets regarding cash receipts, reconciliations, payroll, and benefits.
- Support other financial data and benefits administration projects as needed.

**REQUIRED QUALIFICATIONS:**

- Financial data entry experience with strong attention to detail.
- Awareness of Generally Accepted Accounting Principles.
- Demonstrated ability to be detail-oriented and work independently.
- Proficient with QuickBooks and MS Excel.
- Ability to communicate clearly, both orally and in writing.
- High level of discretion when handling confidential information.

**PREFERRED QUALIFICATIONS:**

- Payroll and benefits management experience.
- Retail sales experience.
- Not-for-profit organization experience.
- Proficient with MS Word and Gmail.
- Passion for waste reduction and community.
- Experience navigating insurance policies.
- Educational background in fiscal management or at least two years of equivalent experience

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**COMPENSATION:**

The compensation range for this position begins at \$25.00 - \$30.00/hr. Part-time or full-time (35 hours/week) will be considered. ReUse offers competitive compensation, benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

**ABOUT US:**

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom-line mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction, and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two locations open daily to the public.

**Please email a letter of interest and resume to:** [jobs@fingerlakesreuse.org](mailto:jobs@fingerlakesreuse.org) **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850.

**APPLICATION CLOSING DATE:** Applications will be accepted until the position is filled.

