

FINGER LAKES ReUse, Inc.

STAFF POSITION DESCRIPTION—SUMMARY AND QUALIFICATIONS

JOB TITLE: FINANCIAL MANAGEMENT ASSISTANT

REPORTS TO: CONTROLLER

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:

FINANCE OPERATIONS:

- Post day-to-day financial transactions to accounting software, including accounts receivable, accounts payable, and allocation journals.
- Maintain supporting documentation by ensuring receipts, contracts, invoices, and other source documents are filed appropriately.
- Perform bank- and credit-card reconciliations.
- Assist with tracking grant expenses and restricted fund accounting
- Prepare month- and year-end closing entries under supervision of the controller.
- Update financial statements and internal reports.
- Fixed-asset accounting (tracking acquisitions, depreciation schedules, disposals, and asset-verification counts)
- Maintain a list of accounts-payable invoices by vendor, number, and priority
- Prepare supporting material for tax-related reporting.
- Maintain internal control documentation.
- Support other financial data and benefits administration projects as needed.

PAYROLL:

- 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.
- Experience with QuickBooks or other double-entry accounting tools
- Proficiency in Google Sheets and/or MS Excel. (You should be comfortable with tables, SUMIFS and INDEX/MATCH or XLOOKUP functions, and summarizing data with pivot tables.)
- 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 Excel and/or Google Sheets. 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 is \$25.00 - \$30.00/hr. Applicants looking for part-time (15-30 hours/week) 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.

HOW TO APPLY:

Please email a letter of interest and resume to jobs@fingerlakesreuse.org or mail it to the address below.

APPLICATION CLOSING DATE:

Applications will be accepted until the position is filled.



Finger Lakes ReUse, Inc.
214 Elmira Rd.
Ithaca, NY 14850.