

<b>AgeWell Services</b>		
Position Description  Part-Time Position Non Exempt Status	Position:  <b>Finance Accounting Analyst</b>	Classification: 4 Revised 07/2017

**Supervised by:**

Finance Director (Immediate Supervisor)

**Credentials and Experience:**

- Two year accounting degree or equivalent education or experience
- Computer proficiency in Microsoft office products and knowledge of accounting software
- Two years of accounting experience, preferably non-profit
- Understands and can work with local and state tax authorities on income tax withholding and sales tax collected.
- Customer service oriented
- Personal transportation with a valid Michigan's Driver's License and insurance is necessary.

**Job Summary:**

This employee is responsible for performing a variety of functions within the agency in financial operations. The main duties are accounts payable, accounts receivable, filing and banking. Additional duties may include general accounting such as account reconciliations and financial statement preparation.

**Knowledge and Skills:**

Knowledge of office equipment and accounting software. Must be an independent thinker and handle and resolve problems. Prioritize duties. Meet deadlines. Works independently. Cooperative attitude. Have thorough understanding of accounting principles. Good oral and written communication skills.

**Duties & Responsibilities:**

- Prepares and processes accounts payable vouchers, invoices, billing and other claims for payment according to procedures. Selects invoices for payment in consultation with the Finance Director. Runs checks. Files invoices. Updates bank Excel worksheet.
- Prepares and processes accounts receivable documents. Creates invoices. Applies cash to proper accounts when received. Uses deposit scanner. Balances café cash daily. Prepares café and Wellness deposits. Updates the bank Excel worksheet. Prepares journal entries for sales invoices. Reconciles accounts receivable accounts.
- Prepare and/or enter journal entries as needed by the Finance Director.
- Assist Finance Director in the preparation of financial statements as needed.
- Prepares bank reconciliations for review by Finance Director.
- File all documents.
- Assists Directors and Managers with proper coding of invoices turned in to finance.
- Understands agency budget so as to properly code AP and AR transactions.

- Suggest improvements to the Finance Director regarding department procedures and practices.
- Assist the Finance Director in the year-end annual independent audit and provide all necessary records and reports.
- Prepare files for new year and manage any closing entries for AP and AR at the fiscal year end
- Assist as needed in agency food inventory at mid-year and year-end.
- Serve as back-up for payroll tax preparation and payment.
- Serve as back-up for finance manager as needed.
- Participate in fundraising events.
- Attend meetings and trainings and serve on committees.
- Perform all other related duties as assigned.

**Working Conditions:**

- Busy office environment.
- Must respect environment, privacy of co-workers and client confidentiality in having conversations and producing reports.
- Hours may vary due to deadlines.

**Supervisory Duties:**

None

I have received a copy of this job description and it has been reviewed with me.

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Employee Signature

Printed Name

Date

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Supervisor Signature

Printed Name

Date