Position: Finance Assistant
Location: Phoenix (Limited travel to Tucson/Flagstaff office locations)
Start: Open Until Filled
Reports To: Director of Administration and Finance
Classification: Non-exempt, hourly

**Position Overview:**

The Finance Assistant assists the Director of Administration and Finance. Assist with computation and completion of payroll, accounts payables, receivables, etc. Maintains paper and electronic files.

**Essential Functions:**

**Accounts Payable:**
- Maintain and track account payables invoices
- Maintain the Accounts Payable email.
- Create check requests with information from invoices, obtain and attach payment approvals, allocate, and submit for completed check request for payment.
- Collect appropriate contracts and tax information from vendors prior to payment.
- Maintain filing of contracts and tax documents.
- Electronic filing of payables.
- Mailing of payables.
- Use accounting software to review payments and provide vendors with information when needed; i.e. verifying payment amounts, dates, check numbers, etc.

**Accounts Receivable:**
- Track accounts receivable in an Excel spreadsheet.
- Collect outstanding receivables and report issues or concerns with gathering receivables.
- Use SAGE accounting software to verify receipt of payments.

**Administrative:**
- Entering financial transactions while ensuring that accounting records are up to date and completed in a timely manner
• Manage Finance Department’s filing and record retention system to ensure data integrity
• Prepare reports and assist the Director of Administration and Finance with preparation for annual audit and other audits as needed
• Manage the Organization asset inventory, including internal audits and training
• Identify and implement systems to ensure daily accounting functions run accurately and effectively
• Maintain/update non-federal grant spreadsheets.
• Maintain/update staff program allocation spreadsheets for recurring invoices, staff allocations, etc.
• Editing/review of financial documents and narratives for Board Meetings.
• Mailing of documents for the accounting department (other departments as needed).

**Human Resources:**
• Verify and record attendance, hours worked and pay adjustments
• Process payroll bi-weekly to ensure timeliness and accuracy of employee paychecks and preparing periodic payroll reports
• Track employee personal days and vacation and sick time
• Assists with onboarding and training of staff regarding human resources and accounting policies and procedures
• Assist with health insurance and flexible spending open enrollment.
• Maintain/update personnel files.

***Other duties as assigned***

**Knowledge, Skills, and Abilities:**
• Bachelor’s Degree in Business, Finance or related field (preferred)
• Three years of accounting/bookkeeping experience (required)
• Experience with SAGE accounting software (required)
• Proficient with Microsoft Office and Microsoft Excel
• Knowledge of fund accounting and account reconciliation.
• Knowledge of GAAP rules and regulations
• Experience with Paychex or similar Payroll system (required)
• Ability to work independently and manage tasks in relation to deadlines.
• Demonstrated ability to plan, organize, coordinate and direct multiple activities with varied deadlines and deliver in a timely manner
• Highly detail oriented.

**Travel & Working Conditions:**
The Finance Assistant will be expected to travel with the Director of Finance and Administration, as necessary
to the Tucson and Flagstaff offices.

COVID-19 Notice: ACDL is committed to providing a healthy and safe environment for our employees and the people we serve. Due to the ongoing COVID-19 pandemic, most ACDL staff are working remotely and our offices are currently closed to the public; Travel and in-person meetings have been significantly limited.

As a result, candidates for this position will be interviewed telephonically or via videoconferencing.

Compensation:

ACDL offers a competitive salary and benefits package based on experience. Salary range $45,000- $55,000 depending on experience. Employment benefits include generous leave, health, dental, life insurance, and a 401(k)-retirement plan. ACDL observes all federal holidays.

Disclaimer:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify or rescind this position description at any time, with or without prior notice.

ACDL values diversity and strongly encourages and welcomes people of color, people with disabilities, members of the LGBTQ community and people with diverse life experiences and backgrounds to apply. EOE.

If you need a reasonable accommodation during the application process, please contact Natalie Luna Rose at nlunarose@azdisabilitylaw.org

Apply:

Send resume, cover letter to:

Arizona Center for Disability Law, center@azdisabilitylaw.org.

****In the subject line please enter “Finance Assistant Applicant: Your Last name_First name”.

****In your cover letter, you must clearly explain how your experience relates to the essential functions noted above.