

Job Title: Finance Assistant	Part Time (20 Hrs.)	Petra Community Housing
Department: Finance		Revision Date: Jan 2018

Position Overview

The Finance Assistant reports to the Finance Administrator and is responsible for several aspects of the financial operations of Petra Community Housing, Gruber Mills, Freedom House, Flag House and Steel Town Village. Some independent judgment and initiative is expected in the performance of duties.

Essential Job Functions

- Process all cash and check receipts, bank deposits and maintain appropriate files
- Responsible for accurate accounting of all accounts receivable
- Responsible for accurate accounting of Accounts payable
- Responsible to assist with payroll process
- Reconciliation of monthly bank statements
- Assist with implementation of new software
- Assist with the creation of budgets for all entities
- Assist with yearly audits
- Other duties as assigned

Knowledge and Skills

- Knowledge of accounting methods
- Experience with general ledger, payroll, accounts payable and receivable
- Excellent organizational and record keeping skills
- Willingness and ability to gain knowledge of HUD and CHDO requirements

Requirements

- Proficient with QuickBooks and Microsoft Office software
- Able to learn new software
- Proven abilities in assisting with maintaining and improving accounting systems
- Associates degree in accounting or related field or five years of experience in the accounting field
- Ability to work independently and take initiative
- Ability to maintain confidentiality with all aspects of the duties set forth by management
- Must maintain a valid PA driver's license

Note: This job description is not intended to be all inclusive.