

Blue Water Community Action

Blue Water Community Action is hiring for a full time, year round finance specialist.

JOB TITLE: FINANCE SPECIALIST
PROGRAM: Administration
SUPERVISOR: Finance Director
STATUS: Specialist, Non-Exempt
WAGE: \$16.42-\$17.79

Support functions of the Finance Department to include accounts payable, payroll, and account reconciliation.

DUTIES AND RESPONSIBILITIES – JOB SPECIFIC

1. **Payroll:** Maintain payroll system including deductions, time allocations, taxes and pay rates. Process timesheets, enter data, and print payroll checks and necessary reports. Balance payroll journals quarterly with quarterly reports.
2. **Payroll Reconciliation:** Balance payroll. Prepare accounts payable for payroll liabilities and process for payment. Prepare monthly and quarterly tax forms and submit them on a timely basis.
3. **Accounts Payable:** Prepare accounts payable vouchers bi-weekly, ensuring accuracy of account codes for distribution of funds. Process checks and match to the accounts payable vouchers, acquire signatures, and mail checks on a timely basis. Maintain filing of accounts payable back-up.
4. **Vendor Accounts:** Ensure all vendors have a W9 on file and annually update debarments.
5. **Purchasing:** Continuous development and implementation of purchasing activities to minimize pricing while maintaining needed quality and ensure non-duplication of items. Prepare bids as required in fiscal polices and monitor compliance with bid pricing.
6. **Non-Federal Share:** Continuous development and implementation of the non-federal share program. Includes creating new partnerships, gathering, training, and monitoring non-federal share requirements.
7. **Income Taxes:** Back-up Fiscal Director in the site coordinator duties including but not limited to annual certifications and tax return submittals.
8. **Audit:** Assist Fiscal Director in the preparation and completion of the annual fiscal audit, workers compensation audit, monitoring from funders, retirement audit and any other required audit/monitoring.
9. **Other:** Additional duties as assigned.

DUTIES AND RESPONSIBILITIES – ORGANIZATIONAL

1. **Demonstration of Values:** Understand BWCA's mission and purpose. Adhere to BWCA standards of conduct, program philosophy (where applicable), and cultural contract.
2. **Customer Service:** Provide high quality customer service in a prompt, respectful, and professional manner. Conduct formal/informal assessment of eligibility for BWCA programs and make referrals as appropriate.
3. **Quality of Work:** Consistently perform job duties accurately and timely; cost conscious when utilizing materials and resources; seek opportunities for improving processes; and, meet commitments and deadlines.
4. **Flexibility/Adaptability:** Demonstrate flexibility and adaptability to change and to

- recommendations for improving job performance in a positive manner.
5. **Safety:** Demonstrate safe work habits. Report unsafe conditions and incidents. Participate in the maintenance of a clean and safe work environment.
 6. **Teamwork:** Effectively participate as a team member at multiple organizational levels and across departments.
 7. **Goals:** Understand and meet organizational goals/objectives related to position including agency strategic plan, ROMA plan, and Children's Services Strategic Plan as well as taking on duties that are not related to position as supports for management staff/support staff to reach goals/objectives. MGT: Team achieves outcomes.
 8. **Communication:** Effectively communicate with other staff, clients, partners, and the public in a manner that is tactful, sensitive, and respectful. Demonstrate active listening. Body language and tone are consistent with verbal messages. Demonstrates friendly, positive "can do" attitude: Oral and written communications are clear, concise and accurate; Keep team members informed.
 9. **Confidentiality:** Maintain confidentiality of client and organizational information.
 10. **Improvement:** Continually improve skills through a variety of opportunities external and internal with particular attention to areas identified in the Professional Development Plan and other goals set related to improvement. Improve outcomes results of assessments related to job position, client outcomes, and organizational goals. Attend staff pre/in-services and other training opportunities as available.
 11. **Compliance to Policy:** Understand and comply with organization and regulating policies and procedures including the reporting of child/adult abuse/neglect as required by law.

QUALIFICATIONS

1. Associates Degree in related field or equivalent related experience preferred.
2. Must be bondable.
3. Experience with data entry preferred.
4. Strong organizational skills.

Blue Water Community Action is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex, marital status, sexual orientation, veteran status, or disability.

Revised 04/23