JOB TITLE: Finance Specialist

Location: Devon, PA 19333

Surrey Services is a growing nonprofit organization whose mission is to help older adults live in their homes with independence and dignity and to continue as engaged members of the community. We are currently seeking a Finance Specialist to work part-time, Monday through Friday.

POSITION OBJECTIVE
Provides daily shared Finance responsibilities as directed. Primary duties involve biweekly payroll and billing.

PRINCIPAL DUTIES AND RESPONSIBILITIES
• Assist with the day to day financial affairs of the organization.
• Bi-weekly employee payroll processing and Home Care billing
• Review all invoices for appropriate documentation and approval prior to payment.
• Process accounts payable, including tracking expenditures and grant “job” costs.
• Maintains all accounts payable reports and spreadsheets.
• Process online donations and membership.
• Accounts receivable (Billing of Home Services clients and other programs, receiving and posting of payments, collection process, check scanning, ACH processing, etc.)
• Process Consignors checks.
• Assist with development of COSA budgets and reports and prepares monthly invoice.
• Assist with the preparation and release of financial information and monthly financial reports distributed to directors.
• Assist with year-end closing and fiscal reporting.
• Reconcile bank accounts and perform other banking transactions.
• Governmental reporting obligation
• Provide assistance on special projects.

QUALIFICATIONS, SKILLS & ABILITIES
• Solid understanding of payroll processing and payroll tax laws.
• Ability to work without supervision and to make appropriate decisions.
• Excellent attention to detail; ability to process work with accuracy.
• Ability to perform multiple tasks simultaneously; good time management skills.
• Clear written and verbal communication.
• Ability to suggest and assist with the implementation of process improvements.
• Able to maintain confidential information.
• Ability to lift or carry objects weighing less than or equal to 20 pounds.

REQUIREMENTS & CONDITIONS
• Bachelor’s degree in Finance, Accounting, or related field
• Minimum two (2) years relevant experience
• Proficiency in Microsoft Office suite (especially Excel)
• Proficiency in QuickBooks (or equivalent) software.
• Must be able to work on site and remotely if required

Surrey Services for Seniors does not discriminate against persons based on race, color, gender identity, national origin, disability, veteran status, or age. Surrey is an Equal Opportunity Employer.

Email resume to the Human Resources Department at jobs@surreyservices.org or call 484-843-2512.