

Surrey Services for Seniors

Job posting description

TITLE: Finance Specialist

REPORTS TO: Chief Financial Officer (CFO)

POSITION STATUS: Exempt / Full-time

POSITION OBJECTIVE

Provides daily shared Finance responsibilities as directed. Monthly duties include processing checks and cash, vendor bills/payments. Processes biweekly payroll and client billing.

PRINCIPAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Assist with the organization's daily financial affairs as part of the Finance Department team.
- Biweekly Home Care billing and invoicing to clients, coordinating with Home Care department, processing client credit card and online payments.
- General cash handling including petty cash reconciliation and deposit entry for Surrey centers, bank deposits, check processing and scanning, ACH processing and other banking related procedures as needed, coordinating with Surrey centers in other locations.
- Processing, reporting, and reconciling online donations and memberships through multiple online systems and coordinating with appropriate departments.
- Process accounts payable, including receiving vendor bills, obtaining approvals, entering and filing, scheduling and making payments; setting up vendor accounts, requesting W9's and communicating with vendors regarding missing or past due bills and tracking vendors for 1099 reporting in coordination with HR department.
- Creating accounts payable and vendor reports from QuickBooks.
- Tracking expenditures and grant "job" costs in QuickBooks and Excel as needed.
- Process monthly checks for consignors; process weekly cash, credit card, and check deposits for Surrey Consignment Shop and coordinating with the Surrey Consignment shop.
- Accounts receivable related to home service client billing and other programs; receiving and posting of payments, collection letters and calls, generating and sending statements and past due invoices.
- Bi-weekly employee payroll processing includes coordinating with HR and Home Care departments regarding new hires, terminations, and changes to employee data.

- Assist with development of CCDAS, COSA and other county and state budgets and reports, including tracking and preparing monthly invoices and cost center allocations.
- Assist with month-end close, calendar year close, and fiscal year close.
- Monthly and quarterly reporting related to workers compensation and worksite locations
- Assist with special projects.

QUALIFICATIONS, SKILLS & ABILITIES

- Ability to work with minimal supervision and to independently make appropriate decisions.
- Excellent attention to detail; ability to process work with accuracy.
- Solid understanding of payroll processing and payroll tax laws.
- 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.

REQUIREMENTS

- Minimum two (2) years relevant experience
- Proficiency in Microsoft Office suite (particularly Excel)
- Proficiency in QuickBooks (or equivalent) software
- Experience with Paylocity a plus
- Must be able to work on site and remotely if required
- Bachelor's degree in Finance, Accounting, or related field

BENEFITS

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Prescription drug insurance

- Referral program
- Vision insurance

EXPERIENCE LEVEL

- 2 years

SCHEDULE

- Day shift
- Monday to Friday

Work setting:

- In-person