



*Our Mission: To end hunger and to leverage the power of food to build a healthier community.
Our Vision: A healthy, hunger-free community.*

Created: July 2018
Title: Finance Assistant
Department: Finance
Reports to: Chief Financial Officer (CFO)
Status: Hourly, Non-Exempt, Full time

General Description

The Finance Office provides relevant and reliable financial data to support the programs and social initiatives of Foodlink and its mission to end hunger and build a healthier community. The office is responsible for financial reporting, budgeting, fiscal controls, technology and risk management. At the direction of the CFO, the Finance Assistant performs general administrative functions, which includes paying invoices, entering deposits and keeping records. Additionally, the Finance Assistant performs limited 'ad hoc' financial duties to increase the sustainability of developing programs and social enterprises. This position requires outstanding customer service, communication skills and the ability to work in a dynamic environment.

Essential Duties and Responsibilities include, but are not limited to, the following:

Finance Office Support

- Assist in the receipt, processing and deposit of various payments. Specific duties include:
 - Receiving and stamping program coupons etc.
 - Entering non-customer receipts into Primarius (e.g. donations and other misc items)
 - Assist in reconciling donation checks with Development Office reporting
 - Assist in tracking restricted revenue
- Assist in the coordination of Finance Office staff meetings;
- Assist in office organization, filing and archiving;
- Enter coded AP vouchers, process weekly check run
- Assist in providing invoice copies and disbursement support for funder compliance
- Serve as initial primary accounts payable contact for vendors

Admin/Financial support for other programs & departments

- Enter sales data and assist with administering Curbside Voucher program and mileage tracking
- Assist in preparing Highway Use Tax (HUT) tax by tracking thruway miles permitted for Foodlink's fleet
- Assist with EZ Pass administration for Foodlink vehicles
- Review mileage logs for company (passenger) vehicles
- Act as "back-up" for the receptionist on a rotating basis;
- Other duties may be assigned based on company needs

General

- Exercise discretion in the performance of assigned duties by being knowledgeable of Foodlink policies and procedures regarding confidential materials and information, and complying with such policies when handling confidential items or providing information to employees or the public.
- Contribute to the overall success of Foodlink by performing other essential duties and responsibilities as assigned by the CFO.

Minimum Qualifications

- Associates Degree preferred, or equivalent combination of education and experience.
- Proficient in use of software application, database, spreadsheets, and word processing. - experience with Microsoft Office; Excel, Outlook, Word, Etc
- Requires understanding of bookkeeping procedures and three (3) years of relevant experience.
- Date Entry and/or Database management experience strongly preferred
- Able to write reports and business correspondence and to effectively present information and respond to questions from managers, agencies, customers and public.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to operate electronics, photocopier or other standard offices machines, perform routine alphanumeric filing tasks, and perform basic record keeping and tabulation tasks.
- A keyboarding rate of 40 words per minute is required.
- Ability to work in a team environment.
- Friendly, customer-oriented personality.
- Fluency in English required. Knowledge of Spanish helpful.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Occasionally requires the ability to lift and carry materials and equipment weighing up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.