

## **JOB DESCRIPTION**

**Title:** Financial Assistant II  
**Department:** Administration  
**Employment Status:** Full-time/ Non-Exempt  
**Location:** Jackson, TN  
**Supervisor:** Chief Financial Officer  
**Supervises:** N/A  
**Prepared Date:** April 3, 2024

**SUMMARY:** This position is under the general supervision of the CFO and is responsible for all aspects of accounts payable and payroll processing, purchasing, and any other administrative function as requested.

**DUTIES AND RESPONSIBILITIES:** The essential functions of this position include, but are not limited to the following tasks:

1. Receive purchase requisitions, check for proper approval and supporting documentation, issue purchase orders, and maintain accurate electronic vendor files.
2. Receive and review invoices for accuracy, obtain proper supporting documents, indicate the general ledger accounts being charged, and obtain approval for disbursements.
3. Process invoices for payment twice monthly.
4. Maintain an accurate electronic invoice vault after invoices are processed.
5. Reconcile client trust bank account, maintain detailed client trust transactions, and review other bank account reconciliations.
6. Maintain safekeeping of cash and checks on hand until their final bank deposit.
7. Maintain and update employees' paid leave accrual.
8. Check timesheets for completion at the end of each pay period.
9. Prepare payroll, obtain proper approvals, issue payroll checks, and make timely payroll tax and retirement contribution submissions.
10. Work closely with the HR Specialist on employees' benefits and reflect any changes to employees' benefits in the accounting system in a timely manner.
11. Assist the CFO with month-end, quarter-end, and year-end tasks.
12. Assist with audits and monthly grant billing as needed.
13. Other duties as may reasonably be requested.

### **REQUIREMENTS:**

1. **Minimum level of education and/or experience**
  - a. High school diploma or general education degree (GED), plus two years of related experience, or
  - b. Associate's degree (A.A.) or equivalent from two-year college or technical school; plus six months to one year related experience and/or training; or equivalent combination of education and experience, or
  - c. Bachelor's degree (B.A.) from four-year college or university that is relevant to accounting/ finance.
  
2. **Language Skills**

- a. Ability to read and comprehend simple instructions, short correspondence, and memos.
- b. Ability to write simple correspondence.
- c. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of WTLS.
- d. Ability to read and interpret documents such as legal documents, instructions, and procedure manuals.
- e. Ability to write routine reports and correspondence.
- f. Ability to speak effectively before groups of clients, community organizations/partners, and employees of WTLS.

**3. Computer Skills:**

- a. Ability to competently use Microsoft Word, Excel, PowerPoint, Outlook and Adobe professional.
- b. Ability to competently use company software packages.

**4. Reasoning Ability**

- a. Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- b. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- c. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.
- d. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**SUCCESS FACTORS:**

- High level of attention to detail
- Be comfortable with asking questions and able to take constructive criticism.
- Take ownership of projects and produce solid work products.
- Ability to handle and prioritize multiple projects/requests.
- Treat clients, staff, and the public with dignity and respect.
- Work as a member of a team and independently.
- Demonstrate a personal sense of integrity.
- Address issues in a timely manner.
- Use a high level of professionalism, diplomacy, and sound judgment.

**WORKING CONDITIONS:**

- Work during office hours between 8:30 a.m. and 5 p.m., Monday through Friday. A minimum 30-minute break must be taken when at least 6 hours are worked. Work hours must be accurate and contemporaneously recorded. A flextime of work hours may be used, if approved. Your supervisor will consider the needs of the office and the preference of more senior employees before approving flextime. Work after hours or on weekends may be occasionally required.
- Work is performed primarily in an office setting and at outreach sites.
- Prolonged periods of sitting at a desk and working on a computer.

- Often communicating with people using the phone, email, via video call, or in person.
- Occasionally lift up to 15 pounds.
- Travel within the WTLS service area may be necessary.

#### COMPENSATION AND BENEFITS

- **Compensation:** DOE. Starting salary is \$48,045. This position is a full-time position and compensation is made according to the Wage Administration Plan that became effective on August 1, 2007 (as revised on April 22, 2019).
- **Benefits:** Full-time benefits include the ability to participate in WTLS' health insurance plan, dental plan, vision plan, LTD, Life Insurance, 401k retirement plan, paid Annual Leave (based on years of employment- starting at 12 days per year), paid Sick Leave (12 days per year), paid Holidays (11), and paid week off between Christmas and New Year.

**HOW TO APPLY:** Send applications via email in Word or PDF format to [hiring@wtls.org](mailto: hiring@wtls.org). Applicants must include a resume, writing sample, and three references with phone numbers. Applications will be accepted, and interviews scheduled on a rolling basis until the position is filled. Applicants are encouraged to apply as soon as possible. **No inquires accepted.** Only applicants scheduled for interviews will be notified.

*WTLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetic information.*

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. By signing below, I understand and agree that I must be able to perform each of the essential functions of the position listed above to continue my employment with the Organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date