



Job Title: Finance Associate
Reports To: Director of Finance
Dept. /School Communities In Schools of North Texas – Central Office
Duty Days: 240
Wage/Hour Status: Full-time Exempt
Starting Salary: \$45,000 with consideration for education and experience

Primary Purpose:

The Finance Associate is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations within the Finance Department of Communities In Schools of North Texas (CISNT).

Qualifications:

- Bachelor's Degree in Business Administration.
- Knowledgeable in General Accepted Accounting Principles (GAAP) a plus
- Previous relevant work experience in a governmental, non-profit, education or private sector organization preferred.
- Past experience in bookkeeping, reporting, accounts payable, purchasing and budgeting functions.

MAJOR RESPONSIBILITIES AND DUTIES:

- Ensure Accounts Payable functions (expense coding, check requests, accurate and timely filing of financial documentation including vendor payment forms, quotes, invoices, purchase orders, copies of checks) are accomplished timely and accurately as required by state or federal guidelines.
- Assist with maintenance of timesheet documentation and payroll payment records to meet requirements of federal grants and other funders.
- Assist in the preparation and coordination of documentation needed for external audit.
- Perform other support and administrative duties as assigned by the Director of Finance.
- Exhibit commitment towards the CISNT mission, vision, and strategic plan.

Special Knowledge/Skills:

- Maintain strict confidentiality at all times.
- Analytical and problem-solving skills
- Attention to detail with a high level of accuracy along with strong organizational and time management skills.
- Highly proficient with bookkeeping procedures
- Strong proficiency in Microsoft office and Google Workspace
- Excellent interpersonal and communication skills

Supervisory Duties: N/A

Working Conditions:

- Consistent daily attendance
- Ability to meet deadlines
- Work with frequent interruptions, maintain emotional control under stress, repetitive hand motions.
- Occasional prolonged and irregular hours
- Occasional travel within Dallas/Fort Worth Metroplex

Professional Growth

- Assume responsibility for personal growth to improve job performance.

Additional Duties

- Perform additional duties as assigned.

Equipment Used:

- Computer, Laptop, copier, scanner, printer

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.
