



# Florida Keys SPCA

## Finance Assistant

**Reports To:** Controller

**Status:** Full-time, Permanent, Exempt

**Qualifications:** Recent college graduate preferred, high school diploma required, with basic knowledge of debits and credits.

### OVERVIEW:

The Finance Assistant is responsible for providing support to the Controller in the preparation of reports, HR duties, financial duties, programmatic areas such as Animal Control and Licensing, general administrative and office duties for both Key West and Marathon locations.

### JOB RESPONSIBILITIES:

1. Prepare all assigned reports and documents including, but not limited to:
  - Monthly animal statistic data for County
  - Biweekly County cash and licensing reporting
  
2. Responsible for shelter Financial and HR duties including but not limited to:
  - Review daily cash receipts reports from Pet Point for accurate coding and download into QuickBooks
  - Code, scan and enter in QuickBooks details for Black Baud, Bonfire, and DipJar receipts (and any other items that hit our account via ACH)
  - Classify and enter vendor invoices for timely payment. Reconcile vendor statements, research and resolve any issues. Ensure monthly recurring invoices are received and processed.
  - Prepare weekly check run for signatures and monthly EFT payments as appropriate
  - Prepare deposit slips for non-Pet Point cash receipts (Accounts Receivable and other misc)
  - Prepare new hire paperwork, set up in payroll system and enrollment in employee benefit plans – including pay data, tax and related benefit withholdings
  - Make bank deposits for both FKSPCA and County cash drawers

- Assist employees in coding and reconciliation of assigned credit cards (Divvy)
  - Maintain orderly accounting filing system
  - Assist Controller with monthly billing to Monroe County – serve as backup in Controller's absence.
  - Operate and maintain postage machine
  - Maintain spreadsheets as assigned
  - Track Brick donations and place orders
  - Comply with local, state, and federal government reporting requirements
3. Develop a basic working knowledge of:
- Departmental SOPs
  - Animal database software (PetPoint)
  - Donor database software (Blackbaud)
  - Species identification of domestic animals that could be seen at the shelter
  - Descriptive identification used by the FKSPCA, including but not limited to color identification of cats and dogs
  - Attend training and/or read animal-related and other literature to develop and ensure a current and relevant working knowledge of the items listed above
4. Provide supervision and support to the FKSPCA's team effort including, but not limited to:
- a. Keeping the administrative office area neat and clean
  - b. Participating in reception desk coverage if needed
  - c. Assisting other departments with typing and copying as requested by the Executive Director
  - d. Assisting at FKSPCA Special Events as requested
  - e. Communicating regularly with department supervisors to ensure that they are aware of any issues pertinent to their areas of responsibility
  - f. Participating in staff meetings to share ideas and suggestions for improving this organization as a whole and for improving the quality of animal care
5. Perform other duties as required/requested to insure a positive public image, the well-being of animals, and to improve the functioning of this organization.

#### **REQUIRED SKILLS AND QUALIFICATIONS:**

1. Experience in data entry and/or administrative duties
2. Proven ability to prepare clear, concise, and comprehensive written reports
3. Accounting/Bookkeeping experience preferred
4. Must be detail oriented and have strong communication and follow-up skills
5. Proven ability to handle multiple tasks in a busy workplace environment
6. Ability to effectively use word processing and spreadsheet software programs
7. Ability to work independently and follow through on assignments
8. Ability to fulfill the FKSPCA's mandatory requirements for:
  - a. Oral Communication Skills

- b. Written Communication Skills
  - c. Interpersonal Skills
  - d. Administrative Skills
  - e. Humane ethics and treatment of animals
- 9. Previous experience with QuickBooks accounting software
  - 10. Previous payroll processing experience preferred

**TIME AND LOCATION OF WORK:**

- a. Hours: Generally, the hours worked are Monday through Friday. Saturday, Sunday and evening work may occasionally be required, and assistance at some events will be expected.
- b. Site: The work of the Finance Assistant is primarily on-site. Off-site tasks may be required.