



## **Finance/Office Assistant Job Description**

10-15 Hours Per Week (Hours subject to increase)

Location – Raleigh NC - Remote with Biweekly In-Person Meetings

Salary Range - \$15-\$17 per hour

**Reports to:** Executive Director

**Scope:** All HopeLine employees' focus and responsibility are to our callers, texters, and program participants. Each position supports that effort in specific ways. The Finance/Office Assistant (FOA) works directly with the Executive Director (ED) to ensure accurate and timely administrative and financial processes. The (FOA) will execute all responsibilities in good faith in line with Hope Line's mission.

### **Key Duties & Responsibilities:**

*Examples of key responsibilities are interpreted as being descriptive and not restrictive.*

1. Responsible for assisting the ED, with all finance and administrative functions of HopeLine.
2. Assist with payroll and all federal and state requirements for payroll, including W2s.
3. Responsible for financial grant reporting.
  - a. Review salaries being charged to projects and adjust to ensure correct allocation.
  - b. Assist in preparing, reviewing, and distributing monthly reports.
  - c. Analyze and monitor projects' fund and cash balances and keep the ED informed of status.
  - d. Assist the ED with budgets for project funding proposals.
  - e. Attend Monthly Finance meetings (required evening).
4. Ensure timely and accurate processing of accounts payables and receivables recorded in QuickBooks.
5. Assist the ED, and the Board of Directors with the development of the annual operating budget.
6. Take the lead to compile all documents needed to complete and submit HopeLine's 990.
7. Responsible for the renewal of federal and state licenses and non-profit operating requirements.
8. Abide by all HopeLine policies and procedures.
9. Other duties as assigned.

### **Specific Requirements:**

The ideal candidate will possess- knowledge of QuickBooks On-line, Excel and Excel functions, attention to detail, math abilities, organizational skills, knowledge of accounting practices, time management skills, ability to follow company policies, and ability to work independently and on a team. Previous non-profit finance experience is a plus.

Submit your Resume and Cover Letter to [hopelinejobs@gmail.com](mailto:hopelinejobs@gmail.com) No Phone Calls Please