ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION
JOB TITLE: FINANCE ASSISTANT

Reports To: Accounting Manager
Prepared by: ADP TotalSource
Status: Exempt
Date of Revision: June 13, 2022

SUMMARY:
This position is primarily responsible for processing accounts payable and monthly processing and monitoring of America Express credit cards. Assists in preparing monthly grant billing as assigned by management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Core duties and responsibilities include the following. Other duties may be assigned.

Planning:
1. Creates a calendar and tracking system to ensure all required program reports/billing, including but not limited to monthly collection of program fee/rent collection is done timely and correctly.
2. Plan with the Accounting Manager a yearly plan regarding department meetings, goals, and enhanced quality management goals.

Daily Duties and Tasks
1. Is the primary responsibility for maintaining all records related to AFH Vouchers/gift cards to include:
2. Handles proper documentation, distribution, and record-keeping for all electronic and paper files.
3. Follows procedures as outlined in policy and procedures for vouchers.
5. Assists in maintenance and monitoring of private grants as outlined by individual grants received.
6. Is responsible for daily monitoring of receipts and bank deposits to include entering appropriate data into the accounting system.
7. Assists in entering invoices for accounts payable, as assigned.
8. Is responsible for monthly processing of all American Express credit cards maintained by the organization.
9. Produces periodic financial reports to various governmental entities, funding sources, board of directors and department heads as assigned.
10. Participates in various external audits, preparing schedules and reports and providing other necessary information as requested to facilitate the audit process.
11. Assists CFO in developing appropriate departmental policies and procedures in accordance with generally accepted accounting principles.
12. Documents all aspects of job responsibilities, participating in cross training as directed by supervisor to assure back up staffing is available when needed.
13. Assists CFO with assigned projects which support various aspects of agency budget development, revisions and analysis.
14. Processes agency payroll semi-monthly through ADP TotalSource, including employee deductions for insurance and savings plans.

Compliance and Monitoring
1. Follows all protocols as required by funding sources and additional AFH protocols.
2. Follows AFH Policies and Procedures and maintain agency policies and procedures regarding confidentiality, consent, and grievance and client rights.
3. Maintains and submits in a timely manner concise documentation, consumer demographics, client feedback surveys, activity report forms, linked referrals, invoices and other required forms according to departmental standards.
4. Submits required personnel paperwork and financial paperwork on time and accurately.
5. Develops outcomes and progress reports on the effectiveness of the program.
6. Follow all regulatory requirements for reporting suspected abuse or neglect.
7. AFH requires all employees to be vaccinated against COVID-19 within 30 days of beginning service and requires a COVID-19 negative result conducted no more than 72 hours prior to beginning service from an FDA-approved antigen test.

Networking
1. Ability to lead by example and to represent AFH professionally in the community
2. Ability to form professional relationships with stakeholders, vendors and other staff
3. Attends department, agency-wide staff meetings and other meetings as scheduled.
4. Frequently checks AFHs main source of communication; emails and the AFH Intranet announcement board.
5. Makes presentations to internal and outside groups on homelessness, housing and HIV.

Team Functions
1. Supports other employees’ efforts to serve clients and the community.
2. Acts as a cooperative member of the AFH team.
3. Supports and supervises interns and volunteers placed within programs.

Accountability:
1. Controls costs and quality control
2. Responsible for data-entry deadlines
3. Ensure employees’ paperwork is completed and timely.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS:
To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:
- Ability to communicate professionally both verbally and in writing.
- Ability to be culturally sensitive and linguistically competent in serving the needs of a highly diverse clientele including but not limited to all racial, minority, and ethnic groups, as well as substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
- Ability to provide crisis intervention as a part of a team.
- Ability to work as a highly cooperative member of a team of department staff and volunteers in the integration of services.
- Ability to form professional relationships with target population members.
- Ability to work flexible schedules, including evenings and weekends as needed.
- Knowledge of general office practices and procedures.
- Knowledge of AFH policies and procedures.
- Ability to prioritize multiple tasks.
- Ability to use considerable judgment and initiative required to establish work procedures.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to perform routine bending/stooping while filing and performing office/outreach duties.
- Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
- Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
- Ability to hear and speak well enough to converse over telephone and while performing duties 100% of the time.
- Ability to see well enough to use computer and read computer reports and correspondence 100% of the time.

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 talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee 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 moderate.

COMPETENCIES:
- Problem solving-Identifies and resolves problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical skills-Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service-Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication-Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication-Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork-Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- Leadership-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- Quality Management-Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Diversity-Show respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support-Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.
- Judgment-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing-Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Professionalism-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quantity-Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.
- Adaptability-Adapts to changes in the work environment; Manages competing demands; able to deal with frequent change, delays or unexpected events.
- Attendance/Punctuality-Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability-Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative-Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation-Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.