Title: Finance Assistant (Full time)

Company Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary
The Finance Assistant is critical to the NBHS strategic goal to be an employer of choice. This position is responsible for assisting in the financial management of NBHS. The Finance Assistant will assist in the managing, processing, and troubleshooting various accounts and transactions of the organization. This position will provide accountability of funds and purchases while being a direct report of the organization’s CPA and CEO.

Key Responsibilities
- Support NBHS by attending community service and outreach activities throughout the year
- Create, send, and follow up on invoices
- Manage accounts payable and receivable
- Manage grants receivable
- Process organization payroll and fringe benefits
- Reconcile any payroll discrepancies or errors as identified by employees or customers
- Collect and enter data for various financial spreadsheets
- Partner with HR department with managing employee benefit deductions
- Attend department and organizational meetings as needed
- Suggest improvements or changes to continually increase accuracy, efficiency and reduce organizational cost
- Other duties as assigned

Minimum Qualifications
Requirements
- Bachelor’s in Accounting, Finance, or a related field preferred
- 1-3 years' experience with invoicing, procurement, and account management
- Administration background or experience with non-profits is a plus
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge of applicable computer software and accounting applications such as QuickBooks, spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver’s license, reliable transportation, valid automobile insurance

Key Competencies
- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION

- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking and problem-solving skills

The Finance Assistant must demonstrate commitment to the mission and vision of New Beginnings High School by providing world class counseling and support services to the customers and staff of NBHS in all their objectives through:
- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions
Environment
Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
Generally the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment