



**CENTRUM**  
**Job Description**

**JOB TITLE: Finance Associate**

**JOB STATUS: 32 to 40 hours per week – Non-exempt Position with Benefits**

**REPORTS TO: Finance Manager**

**Overview**

The Finance Associate will be responsible for overall processing of deposits, accounts payable, donations, timecards, and monthly reporting requirements. This position provides record keeping support to the Human Resources and assists the Operations Department during “off season” as available and needed. This position requires foresight, planning, communication, follow-through and a willingness to accomplish tasks efficiently as a professional representative of Centrum.

**Essential Functions**

- Accounts Payable - enter bills into Quick Books with proper coding/authorization, maintain current filing system and archives, and perform research as needed.
- Ensure accurate and timely processing of check distribution, petty cash disbursements, and reports.
- Receive payments in customer center, record donations appropriately, record/process deposits, and communicate with Development Manager when necessary.
- Assure all contracts are scanned and saved electronically; assure vendor information is input to QuickBooks.
- Maintain accurate documentation of 1099 status of vendors and payments. Prepare 1099s annually as required by law.
- Responsible for all incoming/outgoing mailroom activities. Maintain monthly copy and fax record keeping, perform program allocations, and generate journal entry reports.
- Distribute, collect, track timecards and maintain accurate sick/vacation/leave accruals.
- Conduct monthly reconciliation between Development donor base and QuickBooks.
- Communicate effectively verbally and in writing. Establish and maintain professional relationships with Centrum employees, donors, volunteers, faculty, students, Fort Worden employees/partners and general public.

**Other Duties**

- Act as backup for monthly payroll processing and distribution as needed and perform other duties as required.
- Make bank deposits and drops off and picks up mail on a daily basis.
- Assist Operations Department by greeting public and ordering office supplies.
- Assist with preparation of documentation for annual audit.

### **Qualifications**

- High school diploma or equivalent required. Associate's Degree in related bookkeeping or accounting field or equivalent accounting training strongly desired.
- Must be proficient in MS Word and Excel, have familiarity with use of QuickBooks, and be well oriented with the Internet.
- Analytical ability is required in order to gather and summarize data for reports, find solutions to various problems and prioritize work.
- Must be detail oriented in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must have high level interpersonal skills to handle sensitive and confidential situations. Position continually requires poise, tact and diplomacy.
- Must have a driving record with no more than two moving violations or at-fault violations in the last three years and no major driving violations to be insurable on Centrum's auto liability policy.
- Must be willing to work weekends and evenings when needed.

### **Core Competencies**

- Team player.
- Positive customer service skills.
- Fluency with Quick Books, MS Office, Internet and new technologies.
- Excellent verbal and written communication skills.
- Attention to detail.
- Ability to manage multiple tasks and prioritize.
- Self-starter.

### **Physical Requirements**

- This position requires the ability to use a keyboard, ten-key, complete written documents, sit for extended periods of time and operate general office equipment including a mail machine and copier.
- It also requires the ability to access transportation for purposes of running bank errands.
- Ability to lift 25 pounds.

**Finance Associate**  
**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					X
Walking			X		
Standing			X		
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)				X	
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping			X		

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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling			X		
Using Foot Controls	X				
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X

*Revised: September 5, 2017*

	NA	NE	O	F	C
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell			X		
Distinguishing tastes			X		
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

**Are there any other physical or mental requirements of this position not addressed above?**

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date