



National Community Action Partnership (NCAP) Position Description

Finance Assistant

SUMMARY

The nation's Community Action Agencies are a robust state, and local force – reaching children and families in 99% of America's counties with life-changing services, from early childhood education to job training to services for seniors. The National Community Action Partnership (NCAP) is the national hub that links the nation's 1,000+ Community Action Agencies to each another – and to leaders looking for solutions that connect Americans to greater opportunity. To read more about NCAP's mission, vision, and values [click here](#).

Under the immediate supervision of the Senior Vice President, Administration & Membership, the Finance Assistant is responsible for supporting the NCAP Administrative & Membership team in bookkeeping and financial management.

The ideal candidate for this position will have a keen eye for detail, be highly organized and proactive, and committed to being in a support role for the NCAP team.

The salary range for this position is \$50,000-\$55,000, based on experience. This is a full-time, exempt position and eligible for NCAP's competitive benefits package, which includes health insurance, retirement options, and a generous paid leave policy. NCAP's offices are in Washington, DC, but the Administrative and Membership team is currently working a hybrid schedule of at least two each week onsite.

DUTIES AND RESPONSIBILITIES / ESSENTIAL FUNCTIONS

Bookkeeping

- Operates computerized accounting software to record, store and analyze financial information.
- Checks figures, G/L postings and documents for appropriateness, mathematical accuracy and proper coding.
- Classifies, records, and summarizes numerical data to compile to update financial records, using journals, ledgers or computers.
- Receives, records and deposits cash and checks, and processes purchase orders.
- Complies with federal, state, local and company policies, procedures and regulations.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Codes documents according to company procedures.
- Reconciles and reports discrepancies found in company records.
- Processes Invoices.

Financial Management

- Maintaining financial records, preparing reports and developing budgets.
- Tracking spending, monitoring income and reconciling accounts.
- Data analysis to help identify trends or areas needing improvement.

Convention & Conference Support

- Assist with the registration process, including payment processing, issuing receipts, badges and on-site registration desk.
- Assist with on-site product sales.

Customer Support

- Assisting customers and vendors who have questions about their accounts or billing statements.

Other Duties and Responsibilities

- Replenish postage meter and orders office supplies.
- Support main line phone coverage
- Backup for sorting mail, filing documents.
- Performs all other duties as assigned.

Supervisory Responsibility

This position has no supervisory responsibilities.

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Knowledge of the principles of financial management.
- Experience with automated accounting systems, use of Bill.com, Sage Intacct, and Nexonia preferred
- Thoroughness and attention to detail
- Knowledge of Microsoft Excel and Word
- Possess strong interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.

Minimum three to five (5) years of experience in a bookkeeping role, preferably in a nonprofit or association environment.

Minimum two-year associate's degree in finance, accounting, business, information systems, or related technical field of study.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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 regular work environment is usually moderate.
- Must be able to travel by air as needed to attend training, conferences, and related activities.
- Overnight travel as required.
- Regular overnight, out-of-state travel is required approximately 10% of the time.