



## Finance Specialist Job Description

**Position Title:** Finance Specialist

**FLSA Status:** Non-Exempt, Full-Time

**Department Name:** Finance

**Supervisor's Title:** Finance and Operations Director

**Pay:** \$15.00/hour

**Benefits:** Health Insurance, Retirement

**Location:** Buffalo, NY

**Organization Mission:** WEDI empowers economically disadvantaged people in Buffalo, NY

**Websites:** [www.wedibuffalo.org](http://www.wedibuffalo.org), [www.westsidebazaar.com](http://www.westsidebazaar.com)

### **Overview**

This position is responsible for all transactional processing in the finance department for the general operations of WEDI as well as its microloan program. The Finance Specialist will process and manage all activity in the General Ledger, payables and receivables as well as managing the Chart of Accounts.

### **Essential Functions and Responsibilities**

#### WEDI Operations:

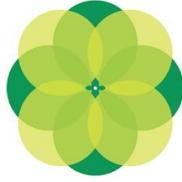
- Process all accounting transactions to include paying bills and preparing and making deposits
- Oversee chart of accounts classifying and auditing of income and expense transactions
- Input annual budgets into QuickBooks
- Perform all month end activities needed to produce an accurate and complete set of financial statements
- Oversee and supervise Finance Department interns
- Primary liaison with Westside Bazaar Manager on catering invoices and payments and all rent invoice and collections
- Responsible for maintaining all electronic and hard copy finance department files including vendor bills and deposit documentation.
- Manage receivables for grants and contracts.
- Manage vendor relationships and follow up and vendor files including issuing annual 1099s
- Process all special event transactions
- Maintain petty cash

#### WEDI Microloan Program:

- Oversee microloan payment billing and receipts
- Responsible for set up and maintenance of loan information in the Portfol system
- Enroll loans in special grant programs
- Set up credit reporting for each loan and submit monthly report on loan repayment to credit bureaus
- Update loan information as needed by various funders or other agencies

#### General:

- Assist with other Finance Department tasks as requested to include preparation of special reports, analysis, audit preparation, grant audits etc.



## Required Knowledge and Skills

- Strong analytical and organizational skills
- Proficiency in Microsoft Excel for managing data and reports
- Familiarity with business and financial/accounting concepts
- Ability to quickly learn new financial/reporting systems
- Competent in MS Office products and efficient in email and internet applications
- High accuracy in work, attention to detail
- Bachelor's Degree in a field that requires analytical skills

## Preferred Knowledge and Skills

- Knowledge/Experience with QuickBooks, Accounting, and/or Bookkeeping
- Bachelor's Degree in Accounting, Business or equivalent experience in these areas

## Physical Demands

- Sitting in meetings for long periods of time, up to 2 hours at a time
- Frequent alpha/numeric keyboarding
- Frequent oral communication in person and over the phone
- Ability to view a computer monitor

## Organizational Policy/Procedure Compliance

- Follow all organizational policies and procedures and local, state, and federal laws
- Maintain confidentiality of organizational records and information at all times
- Maintain a professional but friendly image

Please send a resume, cover letter, and writing sample to [jobs@wedibuffalo.org](mailto:jobs@wedibuffalo.org)