



**JOB ANNOUNCEMENT**  
*Financial Assistant*



Girls Inc. of Island City (GIIC) is looking for an enthusiastic and dedicated professional who is passionate about girl power. As an integral member of the finance team, you will be providing the critical financial support necessary for the organization to run expertly and effectively. You will work in a fun, stimulating and supportive environment in the historic Dr. Edith Meyers Center. You will also have the unique opportunity to observe and connect with the girls we serve and watch first-hand how our powerful programs transform their lives.

GIIC, based in Alameda, CA, is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and bold<sup>SM</sup>**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Interested candidates are encouraged to visit the GIIC website, [www.girlsincislandcity.org](http://www.girlsincislandcity.org), and “like” our Facebook page, to learn more about us.

**POSITION DESCRIPTION**

- JOB TITLE:** **Financial Assistant**
- ACCOUNTABILITY:** Finance Manager
- JOB DEFINITION:** Responsible for supporting all aspects of the organization’s Earned Income Program (EIP), including billing and accounts receivable. Provides support to Finance Manager for general ledger and financial reporting.

## AREAS OF RESPONSIBILITY:

### **Organizational Mission**

\* Reflect the mission of Girls Inc. in carrying out all aspects of the job: *strong, smart and bold.*

### **Financial Management**

- \* Prepare and issue billing statements for Alameda Island Kids and assists customers with questions and procedures.
- \* Process invoices, payments, credits and deposits.
- \* Evaluate delinquent accounts and prepare report (late lists) for Program Director(s) and assist in collections of accounts.
- \* Establish procedures and guidelines with Program Director(s) including registration deadlines, care patterns, payment processing dates, etc.
- \* Assist Finance Manager with general ledger transactions and financial reporting.

### **Reporting**

- \* Prepare and maintain Enrollment & Sign-in Spreadsheets by site location.
- \* Prepare monthly Income & Enrollment Reports.
- \* Assist Finance Manager in all annual audits.

### **General Office**

- \* Maintain organized office and records.
- \* Assist with annual record moving and updating of necessary fiscal year spreadsheets
- \* Create Enrollment & Registration Forms in collaboration with AIK Director.
- \* Using Desktop Publishing, produce calendars, informational inserts and internal notifications.
- \* Work with AIK Director and Finance Manager to establish and maintain an online registration and payment system.
- \* Support duties of Finance Manager, as needed.

\* Other duties or special projects, as assigned.

**QUALIFICATIONS:**

\* BA or specialized training/experience in non-profit accounting/bookkeeping

\* Strong interpersonal, public relations and oral/written communication skills

\* Ability to work independently with minimal supervision

\* Computer literacy with Windows (MS Office Word), Desktop Publishing, Quick Books Nonprofit Edition; Strong Excel Skills a must

\* Excellent organizational skills with attention to detail

**Hours of Work:** Part-time position, 12 months per year, non-exempt.

**Hourly Rate:** \$20-35 per hour, depending on experience; vacation sick leave and paid holidays available

**If you are interested in applying or would like to know more about this position, please send email to [giicjobs@gmail.com](mailto:giicjobs@gmail.com) Please type "Financial Assistant" as subject.**