



## FINANCIAL ASSISTANT

**girls  
inc.**  
of the Island City

### MISSION

Our mission is to inspire all girls to be strong, smart, and bold<sup>(SM)</sup> through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

**REPORTS TO:** Finance Manager

**LOCATION:**  
Alameda, CA

---

### POSITION DESCRIPTION

The Financial Assistant position is an integral part of the Girls Inc. of the Island City (GIIC) finance team. This role provides critical financial support necessary for the organization to run expertly and effectively. The Financial Assistant is largely responsible for billing and accounts receivable and managing electronic timesheets. This role will provide support to the Finance Manager as needed.

### Responsibilities:

#### Organizational Mission

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

#### Financial Management

- Prepare weekly deposits
- Review all check requests for accuracy and proper supporting materials
- Input invoices into accounting system weekly; run checks and vendor payments weekly
- Maintain updated vendor relationships and files
- Ensure receipt of W-9 from all vendors prior to issuing payment
- Ensure vendor checks and associated invoices are filed in a timely manner
- Manage online timesheet system, Homebase, and review employee timesheets bi-weekly with department directors for accuracy

- Assist Finance Manager with Month End Closing

### **Reporting**

- Assist Finance Manager in all annual audits.

### **General Office**

- Maintain organized office and records.
- Assist with daily Financial Records filing
- Assist with annual record moving and updating of necessary fiscal year spreadsheets
- Using Desktop Publishing, produce calendars, informational inserts and internal notifications.
- 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:** \$20-30 per hour, depending on experience; vacation sick leave and paid holidays available

Girls Inc. of the Island City is based in Alameda, CA, and 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.

**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.**