



Current Position Title: Seasonal Financial Assistant

Job Status: Non-Exempt

Hourly Rate: \$21/hour

Supervisor: Finance Director

Objective of Position: The Seasonal Financial Assistant supports the Finance Director in financial administrative systems as outlined below:

Financial: 90%

- Provide remit support in coordination with the Director of Finance, to include electronic filing and QuickBooks journal entries, utilizing Lightspeed and Square reports
- Assist in the trailbox and donation box programs
- Manage specific electronic and hard copy filing of financial documents
- Review and prepare purchase order invoices for payment in QuickBooks
- Other special projects as assigned

Administrative and Operational Support: 10%

- Assist the Finance Director in comparing and reconciling inventory between Lightspeed and QuickBooks

Knowledge and Skills required

- Standard office and administrative procedures
- General knowledge of office documents/database, including QuickBooks
- Communicate clearly and effectively, orally and in writing
- Work independently and prioritize assignments

Licenses and Certificates

- Must possess and maintain a valid driver's license during the course of employment
- May be required to complete a background check

Working Conditions and Physical Demands

- Must be willing to work a flexible schedule depending on GTA needs
- Position will be three days a week