

POSITION DESCRIPTION

Arrowhead Regional Development Commission (ARDC)

Job Title: Finance Assistant
Division: ARDC Operations
Reports to: Finance Director
Classification: Finance II
FLSA Status: Non-exempt

JOB SUMMARY:

The Finance Assistant is responsible for essential general accounting functions for ARDC including providing support for accounts payable, invoicing and reporting. Duties include establishing and maintaining ARDC Revolving Loan Funds (RLF) accounting and borrowing records. The position handles daily loan cash receipts and works closely with the financial accountant in the maintenance and reconciliation of the borrower ledgers. Adherence to grant compliance procedures and processes and the preparation of worksheets for the 1098 tax forms to borrowers.

The Finance Assistant supports the Revolving Loan lending team by reporting loan payment information in a timely manner through an efficient use of the loan software (RLSS) and provides administrative support to the Lending Consultant as needed.

Duties include the following:

1. Record cash receipts (ACH and checks) into Revolving Loan Fund software.
2. Assemble and sort loan file information and filing data electronically.
3. Review loan closing documents and enter accurately pertinent information into the RLSS software including the loan details, the terms, the information from the application and the funds disbursed into a computerized database (RLSS software).
4. Verify the details of the borrower's collateral when required in the loan closing documents and enter information into the RLSS software.
5. Inform ARDC Lending Consultant and borrowers about changes in loan terms and the repayment procedures.
6. Maintain loan record keeping and filing system with sufficient supporting documentation for each borrower.
7. Maintain and promote excellent borrower relations.
8. Reconciliation of RLF – RLSS account information to general ledger accounts in GMS Software.
9. Create and maintain spreadsheets.
10. Participate in ARDC meetings and workgroups as needed and requested.
11. Other duties as assigned.

Key Relationships: Work closely with the ARDC Finance Director, other Finance staff and RLF Loan staff, Division Directors, and with auditors, attorneys that support the day-to-day lending activities of the Revolving Loan Fund at ARDC.

POSITION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability and physical demands required, and environmental characteristics encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Hiring for this position is contingent on passing a background check.

Education/Experience: Associate degree (A.A.) or equivalent from two-year college or technical school with at least four years' experience in the field or related area; or equivalent combination of education and experience.

Competencies:

Knowledge and understanding of:

- Bookkeeping/accounting procedures.
- Monitoring accounts accurately and for accuracy.
- Excellent data entry skills.
- Database-management sufficient to design, maintain, enter and retrieve accurate data for reports.
- Basic accounting skills and practices, terminology and reporting requirements, including the basic principles of fund accounting.
- Proper English-usage, grammar, punctuation, reading comprehension, spelling and vocabulary at a level sufficient to interpret statutes and legal documents.
- Strong computer skills, including electronic mail (Outlook), routine database activity, word processing, spreadsheets.
- Acuity in safe/secure online practices.

Ability to:

- Learn new methods in a team environment.
- Learn from mistakes and be able to put systems in place to circumvent repeating mistakes.
- The Finance Assistant must be detail-oriented in the performance of all general accounting tasks to reduce errors and provide the company with accurate information.
- Stay organized as it's key to success in the position.
- Implement administrative support practices and procedures.
- Understand and apply oral and written instructions.
- Handle confidential and sensitive information properly and with discretion.
- Perform assigned work independently, efficiently, and in a timely manner – meeting deadlines.
- Prioritize work, problem solve, plan and communicate.
- Maintain a detailed-focused position.

- Work and manage communication with employees working remotely.
- Communicate effectively both verbally and in written forms with staff and partner organizations.
- Think critically and strategically, work innovatively, independently and as a team; handle multiple projects simultaneously.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Language Skills: Ability to read, analyze, and interpret statute, contracts, technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Skills sufficient to; add, subtract, multiply, divide, count, total and make change and/or monitor accounts accurately. The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The employee is regularly required to talk and hear.

Work Environment: Employee works in a professional office. The noise level in the work environment is usually quiet. There are no hazards or unsafe conditions in this environment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Signature

Date