



## Job Description

**Job Title:** Finance Assistant, Grade 5  
**Reports to:** Assistant Director of Finance  
**FLSA Status/Schedule:** Non-Exempt; 37.5 hours per week  
**Location:** Onondaga County

**ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.**

### Qualifications:

- Associates Degree in Accounting or minimum 2 years' experience as a Bookkeeper/Administrative Assistant or equivalent combination of education and experience
- Proficiency in Microsoft Office particularly in Excel and Word
- Accuracy and attention to detail
- Strong problem solving analytical skills
- Ability to build relationship at all levels of the organization
- Ability to prioritize & multi-task with competing deadlines
- Good verbal and written communication to all stakeholders

### Essential Functions:

- Prepare, enter and maintain cash receipt/account receivable entries from deposits, and enter the deposits and other cash related items on the cash worksheet.
- Assist in the preparation of month end closing, including some journal entries-
- Assist in the preparation of monthly, quarterly and year end vouchering and financial reporting for Grants and Accounts Receivable (excluding Clinical billing.)
- Assist in the preparation of program and grant budgets for granting agencies and maintain grant files.
- Follow up on outstanding grant revenue receivables.
- Assist in creating, monitoring and updating financial policies/procedures
- Provide backup and/or assistance to Business Office staff, requiring a well-rounded knowledge in the areas of accounts payable, accounts receivable, billing, etc.
- Assist with administrative duties; such as but not limited to filing, mail coordination, email and or phone correspondence
- Assist with special project and performs other related duties as assigned by supervisor

### Benefits:

- Generous paid time off includes:
  - 11 paid holidays plus
  - Summer hours Fridays – as scheduled from Memorial Day to Labor Day
  - 20 Earned Time Off days (5.77 hours accrued each biweekly pay cycle) in first and second year of employment; 25 ETO days after 2 years; 30 ETO days in future milestone years
- Participation in the 401(k) plan available at hire; 100% vested employer match after one year
- Excellent medical plan through Excellus BC/BS

- Great dental and vision coverage through Guardian / VSP
- Company-paid health reimbursement arrangement (HRA) covers first 70% of deductible
- Flexible spending arrangement (FSA) for both medical expenses and dependent care
- Free life insurance and long term disability coverage through Lincoln Life
- Free / Confidential Employee Assistance Program (Help-People affiliated with Crouse Hospital)
- Option to enroll in voluntary benefit plans at annual open enrollment