FINANCE ASSISTANT

CLASSIFICATION: Non-Exempt, Three-Quarter Time (30 hours/week)

LOCATION: 386 Main Street, Rockland, Maine

POSITION SUMMARY
The Island Institute seeks qualified candidates for the three-quarter time (30 hours/week) position of Finance Assistant. This position will be located in the Rockland office, and key responsibilities include processing accounts payable, maintaining files, and assisting other members of the Finance team and organizational departments as needed. The Finance Assistant is a member of the Finance team and reports to the Chief Financial Officer.

Qualifications Required:
- High school diploma or equivalent; college degree a plus
- Outlook, Word, Excel, and basic data entry proficiencies; experience with automated accounting systems. Experience with Microsoft Great Plains (“GP”) a plus.
- The ability to follow detailed procedures for processing constituent and financial data with a high level of accuracy and confidentiality
- Excellent oral and written communication skills, including the ability to communicate directly and effectively with others
- The ability to prioritize, multitask, and work independently
- Outstanding organizational skills with strong attention to detail and accuracy
- The ability to maintain confidentiality of privileged information
- A polished, professional presence

Essential Functions and Responsibilities

Daily Functions and Responsibilities:
- Answer Island Institute phone
- Pick up mail 1-2 times per day
- Open and process mail in partnership with a member of the Philanthropy team
- Code invoices and obtain signatures by Department Lead in preparation for invoice entry
- Scan invoices
- Research, as assigned
- Process receivings
- Enter invoices for wholesale vendors
- Process daily store sales and web sales
- Apply postage to mail for Departments
Weekly Functions and Responsibilities:
- Attend various meetings, including Finance team and Internal Services home team
- Support other members of the Finance team as needed
- Receiving
- Enter invoices
- AP check run
- Filing for Finance team
- Update existing vendor files or set up new vendor files

Monthly Functions and Responsibilities:
- Consignment payables
- Island stamp report
- Process payments for writers and photographers for The Working Waterfront
- Support other members of the Finance Team as needed
- Run prepaid report
- Process monthly financial reports
- Process monthly trial balance reports

Ad Hoc Functions:
- Provides backup support to other members of the Finance team during vacations or other time away from the office
- Occasional representation and assistance during organizational functions and events, including board meetings
- Other duties as assigned

Physical Demands and Work Environment
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally, and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 10 pounds.
- Work environment: This position requires daily presence at the Island Institute headquarters building in Rockland. The noise level in the work environment is usually minimal.

The Finance Assistant position is a three-quarter time, year-round hourly position starting immediately, with an hourly rate of $14.50 and benefits.

There is no deadline, but preference will be given to candidates whose materials are received by March 1, 2020. Only electronic applications are accepted.

To apply, please use this link: https://islandinstitute.bamboohr.com/jobs/view.php?id=53
Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual’s ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.

For more information about the Island Institute and our work along the Maine coast, please visit www.islandinstitute.org.