

LaCasa, Inc. Job Description

- I. **Job Title:** Financial Assistant
- II. **Job Relationship:** Report to Controller
- III. **General Description:**
Provide accounting and administrative support services for the Finance Department and administrative assistance for the Chief Operating Officer.
- IV. **Responsibilities:**

A. Financial Management

- 1. Maintain financial record-keeping – accounts payable, journal vouchers, projects, properties, contracts, etc.
- 2. Maintain and distribute weekly/monthly financial tracking – to Management Team, Finance Dept., and staff bulletin board.
- 3. Maintain Finance Dept. file storage area and oversee record retention policy/activities.
- 4. Maintain documentation for Finance Dept. policies/procedures and Financial Manual.
- 5. Maintain all property files for Lacasa and LLC-owned properties.
- 6. Maintain files/record-keeping for Lacasa-owned mortgages.
- 7. Manage daily bank deposits.
- 8. Serve as backup for Staff Accountant responsibilities for accounts payable/payroll processing.

B. Grant Management

- 1. Maintain all project files for grant-funded projects.
- 2. Interface with Real Estate Development staff to assure compliance with procurement process grant requirements – contract log, insurance requirements, debarment searches, etc.
- 3. Assure grant files/documentation are in compliance with grant award requirements.

4. Maintain grant administration policies and procedures.

C. Other

1. Provide administrative support for Chief Operating Officer.
2. Develop intermediate to expert level capabilities with financial software tools.
2. Attend training as required to assure understanding of housing development finance and grant claims/compliance/reporting requirements.
3. Attend LaCasa's all-staff meetings and annual meeting.
4. Participate in community and professional meetings as requested by supervisor.
5. Participate in Help-a-House and other LaCasa events as requested by supervisor.
6. Perform other duties as assigned by supervisor.

V. Hours and salary range.

1. Regular full time: 40 hrs. /wk.
2. Wage will be established commensurate with the skills and experiences of the employee within the salary/wage range.

VI. Job Qualifications

1. Associates degree in Accounting or equivalent experience.
2. Strong organizational skills.
3. Ability to multi-task.
4. Strong verbal/written communication skills.
5. Intermediate-level capabilities with Microsoft Office products (Word, Excel).
6. Works well in a team setting.
7. Able to keep employee/client information confidential.

11/01/18