

Central Vermont Humane Society

Position Description: Administrative and Finance Assistant

Responsible for office and financial support of CVHS operations so it can continue to help animals and their people. Accountable for a variety of office and financial support tasks to be completed with a high degree of attention to detail, accuracy and discretion, as well as incorporating new and effective ways to reduce expenses and increase efficiencies. The position reports directly to Co-Director of Development and Finance, and will work closely with the Leadership Team and the Board Finance Committee to maintain fiscal strength and integrity of CVHS. Salary range \$18-\$22/hour. Position created with the possibility for advancement. **This position is based in Vermont.**

Position Duties

- Ensure all financial controls and processes are followed
- Utilize Excel or accounting software to assist with bookkeeping tasks, such as producing reports, tracking expenses and reconciling accounts
- Reconcile and complete weekly shelter and donation deposits
- Create and update financial records ensuring accuracy and validity of information
- Reconcile all online financial reports with donor database
- Create and manage financial data required for grants
- Create financial data and reports needed by bookkeeper
- Manage auto-pays that our bookkeeper does not do, send proper documentation to bookkeeper
- Keep accurate record of handwritten checks
- Monitor monthly financials for accuracy and recommend any actions needed
- Reconcile financial accounts with our veterinarians every quarter
- Prepare financial reports for Leadership Team and for the board of directors monthly
- Assist Leadership Team in creating and monitoring the yearly budget
- Manage insurance
- Manage and maintain office and medical inventory for all of CVHS
- Perform various clerical duties, including filing documents, data entry, photocopying, and scanning
- Participate and assist in CVHS events as needed
- Stay current on new techniques and opportunities to decrease expenses and increase financial security
- Maintain strict confidentiality of all data, especially that of donors
- Other duties as assigned, which may include animal care when needed

Position Details and Conditions

- Position is full-time 40 hours a week, M-F schedule
- After training period, some remote work possible (must reside in VT)
- Valid driver's license required
- CVHS administrative offices are up a full flight of stairs
- At times, there are animals in the administrative offices
- This position requires a background check

Position Qualifications, Skills & Abilities

- Three years' experience in office/administration preferred
- Highly detail oriented, values procedures, process and accuracy
- Strong proficiency with Microsoft Office programs, most importantly Excel
- Experience with QuickBooks Online a plus
- Ability to work both independently and in collaboration with staff and Board of Directors
- Skilled at understanding, working with, and applying numerical data, calculations, and data evaluation
- Well organized and results-oriented
- Enthusiasm for the mission of CVHS
- Ability to work a flexible schedule as job demands; some weekends required (2-4 times a year for events)

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed.

CVHS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

To apply: email cover letter and current resume to Laurie Garrison, laurie@centralvermonthumane.org