



Finance Assistant

Island Senior Resources is seeking a full-time Finance Assistant to support with data entry, clerical tasks, and bookkeeping in the Finance and IT Department at our Bayview location. If you have excellent office skills, are inquisitive, adaptable and willing to learn, we encourage you to apply.

TO APPLY

Does this position interest you? Go to our website to get the employment application: www.senior-resources.org/employment/. A complete application includes: the ISR employment application, resume, cover letter expressing your interest, and the qualifications checklist (below). Send your complete application package to: reception@islandseniorservices.org with '**Finance Assistant**' in subject line.

Applications will be accepted until the position is filled.

WHAT WE OFFER

- \$23.00-\$25.00 - hourly
- Health & Vision Insurance
- Life/AD&D Insurance
- 12 Holidays
- Paid time off of 96 hours accrued in year 1 and gradually increasing to 160 hours per year at 5 years
- Sick Leave off of 96 hours accrued per year
- Other paid leaves for Bereavement and Jury Duty
- Optional 401(k)
- Employee Assistance Program

POSITION SUMMARY

Reporting to the Accounting Manager, the Finance Assistant provides administrative support in the Finance and IT Department. This position has potential for growth and opportunity.

ESSENTIAL JOB FUNCTIONS

Specific responsibilities may include:

- Prepare cash receipts for deposit and deliver to the bank.
- Enter data and pull reports from accounting software (Abila MIP Fund Accounting) and the Client/Volunteer data management software (Better Impact).
- Prepare invoices for payment.
- Post ACH payments to the bank website and/or print and mail checks.
- Assist in payroll processing as needed.
- Purchase supplies and other items for all departments.
- Maintain information technology equipment inventory.
- Assist the Accounting Manager in their duties as needed.

- Prepare reports as needed.
- Work on special projects with the Finance Director and/or Information Systems Administrator.

QUALIFICATIONS

Minimum Education/Experience

- Associates degree or higher in accounting or related field.
- Relevant experience can substitute for education.
- Two years of experience working in accounting or administrative support roles.
- Intermediate proficiency in Microsoft Excel.
- Familiarity with other Microsoft Office products and Teams or comparable.
- Experience with computerized accounting system.
- Experience with data management systems.
- Knowledge of standard office equipment: printer, copier, scanner, fax, postage meter.

Knowledge, Skills and Abilities

- Self-motivated, disciplined, and goal oriented.
- Highly organized with a proven ability to meet deadlines.
- Excellent time management skills.
- Demonstrated ability to develop and maintain effective working relationships and to work effectively with a variety of different types of individuals and personalities.
- Ability to learn and adapt to organizational policies and procedures.
- Follows instructions both verbal and written.
- Inquisitive, adaptable, and willing to learn.

Special Requirements

- Must pass a formal criminal background check as required by RCW 43.43.830.
- Must have a vehicle and maintain a valid Washington State Driver's License with an acceptable driving record.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The Finance Assistant typically works in a busy office environment. There is occasional travel within and outside of the area for meetings and errands. The Finance Assistant works an 8-hour day, 40-hour work week and may be allowed to remotely up to one day per week with appropriate privacy and internet access capabilities after 90-days of employment and with permission of supervisor.

Sufficient mobility is required for movement throughout the office. Lifting a minimum of 30 pounds (computers, reports, records, and so on) might be required. The ability to hear and communicate at a sufficient level to perform the essential functions of the position is required.

FINANCE ASSISTANT QUALIFICATIONS CHECKLIST

Complete the following checklist and include it with your application materials.

	Yes	No
1. I have an associate degree or higher in accounting or related field.		
2. I have two years of experience working in accounting or administrative support.		
3. I have other combinations of education and experience relevant to this position.		
4. I have experience with computerized accounting systems.		
5. I have experience with data management systems.		
6. I can successfully pass an intermediate level Excel skills test.		
7. I can successfully pass a background check.		
8. I have a valid WA State Driver's License and have a reliable vehicle.		
9. I have valid Washington State auto insurance.		



ABOUT ISLAND SENIOR RESOURCES

Island Senior Resources (ISR) is Island County’s largest, most comprehensive private non-profit provider of basic needs services for seniors and disabled adults by key metrics of staff size, scope of programs, and residents served. ISR has been operating for more than 50 years serving homebound, isolated, and chronically ill seniors. For more information about our programs and services visit: www.senior-resources.org.

Our Mission

Island Senior Resources seeks to share the joys and help meet the challenges of aging in our Island County communities by providing integrated programs and services.

Our Vision

We envision an interwoven community in which aging adults and those who care for them are supported to live with dignity.

Our Staff

We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected, and a desire to learn and improve is encouraged.

Equal Opportunity Statement

Island Senior Resources is committed to the principles of equal employment and we strive to enhance the diversity of lived experiences among our staff. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race (including traits historically associated or perceived to be associated with race, which include, but are not limited to, hair texture and protective hairstyles such as afros, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability (including obesity), genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. ISR is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.