

Holy Family Institute

Finance Associate

Main Campus

Reports to: Controller

Location: Main Campus

Hours: Mon. – Fri., 8:00am – 4:30pm (Allow flexibility for workload requirements)

General Statement of Duties: As a Finance Associate, this position will be responsible for assisting in all aspects of the Accounting department including IT (ordering IT equipment, coordinating wiring, recycling old equipment, and communicating with IT provider, department employees, vendors, etc.), organizing business insurance and insurance claims, handling phone issues including analyzing communication bills, completing weekly and monthly dashboards, bank reconciliations, accounts payable, posting and reconciling student accounts and revenue, and other duties as assigned.

Essential Functions:

Promotes the Mission and Philosophy of Holy Family Institute.

Month/Quarter/Year End Close & Financial Reporting

- General responsibilities for assisting in producing timely, accurate, and GAAP compliant financial results for all fiscal periods.
- Ensure completion of required reports/schedules, both internal and regulatory.
- Complete dashboard weekly.
- Complete posting of accounts and bank reconciliations timely.
- Complete analysis monthly and provide audit support.
- Provide backup for A/P and other areas as needed.

IT Support

- Assist with various areas of IT including but not limited to purchasing equipment, working with vendors, obtaining quotes, working with department employees to set-up computers and phones, resolve issues, etc.
- Analyzing communication invoices monthly and resolving issues as needed.
- Provide IT support (ordering computers, coordinating wiring, and coordinating copy/fax/scanning equipment for new or relocating departments /programs).

Internal Controls/Policies & Procedures

- Provide support on all areas of accounting including AP, AR, claims posting, claims investigation, maintain internal controls, etc.

Other (Systems support, special projects, issues resolution)

- Provide assistance or manage a variety of ad hoc initiatives, including but not limited to financial systems improvements, budgeting and reporting on grant initiatives, coordinating collections, process enhancements, accounting structures for new program models and relationships, reconciliations, etc.

Maintains client confidentiality.**Minimum Requirements****QUALIFICATIONS FOR POSITION**

- Business degree in Finance or Accounting.
- 1 to 2 years' experience in Finance or Accounting.
- Experience in nonprofit organization preferred.
- Experience handling IT issues.
- Experience in variance analysis.
- Responsible for assisting in closing of monthly financial records.
- Assist in complete monthly reporting packages.

SPECIFIC SKILLS REQUIRED

- Proficiency in Windows applications (Word, Excel, PowerPoint, Access), with demonstrated expertise in complex Excel-based financial modeling.
- Willingness to learn and assist in all functions in the Accounting department
- Strong analytical abilities and results orientation.
- Strong systems experience
- Proficient in active communication and solid interpersonal skills.
- Ability to work well under pressure in a fast-paced environment
- Strong organizational skills, project/task management experience and cross-functional coordination skills.
- Current Act 33, 34 and FBI clearances will be required.

Please visit www.hfi-pgh.org/careers to complete the online application.