



Job title	Finance Specialist
Reports to	Director of Finance and Administration

Company Description

ASSETS is a 501(c)(3) and Certified Community Development Financial Institution (CDFI) located in Lancaster, Pennsylvania. Founded in 1993, our organizational focus is transforming communities through business, with an emphasis on under-represented entrepreneurs such as women and Black, Indigenous, People of Color (BIPOC). ASSETS offers in-depth training and lending for entrepreneurs. We believe in harnessing the power of entrepreneurship to alleviate poverty and build vibrant and sustainable communities.

Position Summary

This is a fully on-site, in person position in Lancaster, Pennsylvania. The Finance Specialist will play a vital role in our organization by supporting the core activities of the Finance Department including financial support, bookkeeping and portfolio management. This position will help to ensure that our accounting practices are efficient, timely, and within the policies and regulations of the organization and our certifying bodies. This position will play an essential part in helping ASSETS continue to meet its goal of transforming our community through business.

Primary Responsibilities

Financial Support and Bookkeeping

- Perform financial bookkeeping using QuickBooks Online for ASSETS
- Assist with organizational budget process
- Ensure entry of accounts payable and receivable upon receipt
- Pay bills via ACH or check
- Deposit checks via mobile banking app
- Conduct monthly reconciliation of general ledger accounts and credit card accounts
- Prepare monthly financial reports
- Maintain physical and electronic filing system to support financial records
- Provide financial information for grant reports as requested from the ASSETS team
- Assist with annual audit
- Assist with other projects as determined by the Director of Finance and Administration

Lending Portfolio Management

- Ensure all new loans are recorded in Quickbooks
- Process ACH batch payments from borrowers
- Disburse loan funds to borrowers
- Transfer funds between accounts and record in Quickbooks
- Create monthly loan portfolio report



- Create LLR & MRLF reports for SBA TA Grant
- Work collaboratively with others on the Community Lending team as needed

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions. Women and people of color are strongly encouraged to apply.

- Commitment to the mission and programs of ASSETS
- Three years of finance and/or small business experience
- Experience with QuickBooks Online
- Good planning and organizational skills
- Attention to detail and high level of accuracy and confidentiality
- Ability to enter data efficiently, timely and correctly to meet deadlines
- Comfortable with minimal supervision, self-motivated, and proactive
- Overall competency in Microsoft Office Suite including high proficiency with Excel
- Strong communication skills
- Bachelor's degree in business or accounting or relevant professional experience

Working conditions

ASSETS is an office-based organization. You may share a room with other staff, or even work in a large area alone. The work can be challenging at times with responsibilities for meeting targets and deadlines. Dress can be business casual to professional depending upon occasion. The noise level in the work environment is usually quiet to moderate.

Physical requirements

The physical demands are typical of an office setting. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. No promise of employment for a particular period of time shall be effective or binding unless made in writing.



Equal Opportunity Employer:

ASSETS does not discriminate against any employee or applicant for employment because of race, color, ancestry, age (40 and over), religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, veteran status, membership in an employee organization, or any other legally protected characteristic. ASSETS promotes the principle of equal employment opportunity.