



Urshan Graduate School of Theology
Urshan College
Wentzville, Missouri

Position Title: Finance Assistant to CFO

Reports to: Chief Financial Officer

Classification: Administration, salary

JOB DESCRIPTION

Job Summary: Under the direction of the Chief Financial Officer performs daily functions related to accounting for financial transactions and assists with business office functions as needed.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

Finances:

1. Meets with the Chief Financial Officer regularly to discuss trends and variances within the current budget. Assists with the preparation of yearly budgets.
2. Keeps records of financial transactions. Verifies, allocates, and posts details of business transactions using financial software. Reconciles sub-ledgers with general ledger. Compiles monthly reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to the operation of the institution.
3. Responsible for daily accounting of cash flow for accounts receivable and accounts payable.
4. Creates and maintains appropriate paper trails of financial transactions.
5. Issues Federal Direct Loan checks to students.
6. Assists the Chief Financial Officer with preparation for the Annual Audit.
7. Assists the Chief Financial Officer with preparation of reports for Board Meetings.
8. Assists with financial planning for all special projects or events as needed.
9. Performs special projects and other duties as assigned.
10. Maintains accounts receivable files and records.
11. Produces monthly financial and management reports.
12. Investigates and resolves any irregularities or enquiries.
13. Assists the Chief Financial Officer in general financial management and analysis.
14. Protects organizational values by keeping information confidential.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- 5 years of Quickbooks experience
- Knowledge of business, budget, and financial processes and practices
- Knowledge of financial guidelines and terminology

- Planning/Organizational skills
- Research and analytical skills
- Interpersonal/human relations skills
- Verbal and written communication skills
- Proficiency in use of personal computer software, and databases (Microsoft Office & QuickBooks)
- Ability to analyze and interpret reports, documents, and statistical data
- Ability to function independently, with appropriate initiative, creativity, and attention to detail
- Ability to exercise sound judgment in complex situations
- Ability to maintain confidentiality

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Bachelor's degree in accounting or Bachelor's degree in business with accounting courses; supplemented with related experience and aptitude for accounting.