



Position Title	<i>Administrative & Fiscal Assistant</i>
Location:	<i>Family Promise Office(s)</i>
Reports to:	<i>Executive Director</i>
Employment Status	<i>3/4 Time, Non-exempt up to 30 hours per week</i>
Compensation Range:	<i>hourly, DOE</i>
Schedule:	<i>Monday-Friday, 6 hours flexible schedule</i>

Position Summary

This position is responsible for assisting Director with multiple administrative and fiscal process tasks, such as data entry, payroll functions, financial data entry and filing, grant applications and reports, monitoring company email and telephones and community engagement marketing functions.

Financial Processes	35%
<ul style="list-style-type: none"> ✧ Complete accounts receivables process for all income: payments, donations, grant funds, etc; according to FPP Financial Controls Policies & Procedures. ✧ Prepare all received income for bank deposit. ✧ Process all accounts payable invoices, PO's, etc for approval and payment according to FPP's Financial Controls Policies & Procedures. ✧ Complete bank reconciliations for all accounts monthly. ✧ Reconcile gift cards received and distributed report monthly. ✧ Reconcile petty cash monthly. ✧ Record grant draw requests, expenditures and/or income into project budgets. ✧ Record employee timecards into Quickbooks Online Payroll program twice monthly for verification and submission. ✧ Complete all monthly filing of financial records and other admin files. ✧ Assist in completion of grant draws monthly. ✧ Assist in completion of monthly financial reports for board review. ✧ Assist in preparation of annual budget. ✧ Assist program staff in staying updated on program budgets. 	
Donation/Donor Management	20%
<ul style="list-style-type: none"> ✧ Maintain agency donor database. ✧ Log, track and copy financial contributions received ✧ Create thank you notes, receipts and reports of all donations. ✧ Send tax statements to donors as requested. ✧ Logging, tracking and organization of physical donated items. ✧ Schedule donations drop off and pick-up as needed. ✧ Update monthly donation reports—cash contributions, in-kind items received, in-kind items distributed. 	

Data Entry & Management	20%
<ul style="list-style-type: none"> ✧ Maintain agency data spreadsheets, including Program families census, initial contact log, HomeStart clients, donations, grants, program statistical data and program waiting lists. ✧ Maintain client records in FPP databases and required HMIS programs. ✧ Assist in filing documents in program client files. ✧ Assist in completion of affiliate reports, including annual census, contacts list and other requested reports. 	
Administrative Functions	25%
<ul style="list-style-type: none"> ✧ Check FPP PO Box as requested. ✧ Complete agency filing monthly: financial grants, government agency files, program client files. ✧ Assist with grant reporting, calendar tracking and compiling historical records. ✧ Attend organization's special events and fundraisers. ✧ Attend volunteer, board, staff and community meetings as directed. ✧ Perform routine office/clerical and cleaning duties as required. ✧ Maintain supplies inventory and complete supplies orders as needed. ✧ Update agency "Wish List" and provide to congregation and update on website. ✧ Assist Director in community engagement activities. ✧ Monitor and post FPP activities on Social media platforms as requested. ✧ Assist with Newsletter creation, mass email templates and other FPP literature. ✧ Update FPP website as requested. ✧ Assist program staff as requested. ✧ Comply with all policies and procedures of Family Promise of the Palouse ✧ Complete continuing education/training program goals regularly. ✧ On-Call shifts as scheduled ✧ Other duties/projects as assigned 	

Qualifications

- ✧ Business, office or financial education, experience or relevant combination.
- ✧ Two years of experience in a social service or office setting.
- ✧ Two years of experience with Quickbooks Online or Desktop; payroll experience.
- ✧ Understanding and proficiency in using various software programs including Microsoft office.
- ✧ Demonstrate good judgment and decision-making skills; have a strong work ethic and compassion for other; be enthusiastic, creative, and flexible.
- ✧ Willing to work a flexible schedule, including occasional evening and weekend hours
- ✧ Exceptional verbal and written communication skills.
- ✧ Ability to effectively set boundaries in client relations, with volunteers in the office, and in the host congregations.
- ✧ Ability to effectively set boundaries and maintain confidentiality regarding client information, human resources and payroll administration.
- ✧ Drivers license
- ✧ Ability to be bonded for Notary Public service