

**Maine Mobile Health Program
Position Specifications
Essential Functions and Applicant Requirements**

Position Title: Financial Assistant

Pay Designation: Exempt (1.0 FTE)

Position Reports To: Finance Director

Position Summary: The Financial Assistant is responsible for maintaining accounts payable, processing payroll, assisting with benefits administration, assisting in the preparation of monthly financial reports and analyzing financial data.

Position Responsibilities:

- Process accounts payable and prepare checks for signature.
- Maintain financial records, reports, files, etc.
- Record all cash receipts.
- Process voucher claims for payment.
- Perform monthly cash account reconciliations.
- Daily post office runs & bank runs as needed.
- Process bi-weekly payroll.
- Assist with benefit administration.
- Draft monthly financial reports for review, including data entry and account analysis.
- Prepare annual 1099-Misc statements and file with Federal and State Tax Agencies.
- Assist in the preparation of annual and quarterly reports for federal, state, and other agencies.
- Assist in the annual audit process.
- Assist in the preparation of the annual grant application, as directed.

Education:

Bachelor's Degree in Accounting preferred.

Experience:

Minimum of two years' experience in general accounting work required. Experience with fund accounting programs in a non-profit environment preferred.

Other Essential Requirements:

- Intermediate skill level in Microsoft Office 2016 preferred, including Excel and Word.
- Applicants with experience in Abila preferred but not required.
- Demonstrated skill in interpreting and analyzing financial and billing data.
- Ability to analyze documents for accuracy and appropriateness.

- Ability to understand and interpret policies and regulations.
- Ability to handle sensitive financial information in strictest confidence.
- Ability to communicate effectively and work well with others.
- Impeccable attention to detail.
- Medical Billing and Collections experience is a plus.

General Work Environment and Physical Demands:

- Requires sitting and standing within a normal office environment.

Cognitive and Emotional Demands:

- Problem solving skills required.
- Occasional stress in meeting deadlines and handling competing priorities.

NOTE: This position summary and job description is a general overview of the primary responsibilities which is subject to review and revision at any time.