

FINANCIAL ASSISTANT

Watershed Inc. is looking for a financial assistant to handle the daily financial operations of the nonprofit. Candidates should be proficient in quickbooks, bookkeeping and financial recordkeeping and reporting. This position will coordinate administrative transactions and require proficiency in MS Office and Google docs. The Financial Assistant is expected to have strong organizational and time management skills as well as strong communication and proofreading. Top candidates will have experience in a similar role.

This is a half time position allocated 20 hours per week and may have opportunities for remote work. This position is salaried, but not benefits eligible. This position reports to the WPCS Executive Director.

RESPONSIBILITIES INCLUDE:

- Bookkeeping data entry, budget tracking, record keeping
- Monthly reconciliation and reporting
- Quarterly BCPS reporting, reviewing BCPS income and expenditure reports
- Assisting the Executive Director with budget preparation
- Preparing monthly Board reports
- Preparing checks for signature
- Procurement and inventory management
- Expense report tracking and preparation
- Overseeing accounts payable for Foundation employees
- Assisting the Executive Director with yearly audit preparation and testing

REQUIREMENTS:

- High school diploma and some post secondary education
- Demonstrated organizational skills
- Advanced knowledge of Excel
- Demonstrated ability in using MS office suite and Google docs
- Demonstrated ability in using financial/accounting software, with knowledge of QuickBooks preferred
- Demonstrated ability in data management and presentation
- Demonstrates ability to work independently
- Great time management skills
- Strong decision-making and problem-solving skills
- Self starter

- Agreement with and commitment to the academic goals and philosophy of the Charter school

PREFERRED:

- Bachelor's degree
- Experience with education/governmental accounting or non-profit accounting
- Demonstrated success in supervising and managing reports
- Knowledge of grants so as to understand how grant dollars impact the budget and flow through the system

PRE-EMPLOYMENT REQUIREMENTS:

All persons employed by the Watershed Public Charter School Inc., regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.

NON-DISCRIMINATION STATEMENT:

Watershed Public Charter School Inc. does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment

CONTACT:

Please send resume, cover letter and references to info@watershedpcs.org.