



## **Temporary Finance Assistant**

### **Overview**

Reach for Resources is a nonprofit organization whose mission is to empower people of all abilities to reach their full potential. We do this by providing individualized services that maximize independence, boosts community involvement, and improve physical and emotional well-being. By assisting the organization, you receive a chance to give back to your community and gain great experience.

### **Job Summary**

Reach for Resources, Inc. team seeks a motivated individual to participate in the organization's day-to-day financial operations, which include general office administration, and accounting. This position is an opportunity for an accounting, finance, or business administration professional who would like to learn more about financial planning related duties, financial analysis, and special projects. The Finance Assistance will also have exposure to all areas of the organization, such as development, marketing, and program development. This position is best suited for someone who has a strong interest in nonprofit business administration.

**Please note; this position is temporary. Up to 10 hours per week.**

All employees must complete an orientation training session and pass a criminal background check as well.

### **Essential Duties and Responsibilities**

- Conduct a variety of general administrative tasks as assigned
- New Employee Personnel File Follow-up
- Client Authorization Processing
- Billing
- Third-Party Payer Remittance Processing
- Claim Re-submission

### **Required Qualifications**

- Organizational skills
- The ability to perform within a team framework
- Ability to work independently within a defined set of policies, procedures, and guidelines
- Basic computer skills (Microsoft Word and Excel)
- A genuine interest in helping others

### **Additional Information**

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.