



## **Finance Assistant**

*Pay: \$20/hr*

### **Summary of Job Description**

Reach for Resources is a nonprofit organization whose mission is to support individuals with disabilities and mental illness to reach their full potential. We do this by providing individualized services that maximize independence, promote community involvement, and improve physical and mental well-being. By assisting the organization, you receive a chance to give back to your community and gain great experience.

Reach for Resources, Inc. 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.

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

### **Essential Job Duties**

- 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

### **Minimum 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

## Working Conditions and Physical Demands

- **Environment:** In-office and remote work.
- **Schedule:** Part time, 10-15 hours per week, with the potential for additional hours depending on organizational growth and needs.
- **Physical demands:** Position may include: Light lifting (under 20lbs), sitting and standing, walking/traversing an environment, safely driving a vehicle, verbal communication, reading paper or electronic documents, hearing, ability to consistently use technology like laptop, fax machine, printer.

## Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits.

Benefits may include:

- Paid Time Off
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## Disclaimer

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.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.