



Help At Your Door's mission is to help seniors and individuals with physical disabilities in the seven-county Minneapolis-St. Paul metropolitan area to maintain their independence and continue living in their homes.

POSITION TITLE: **FINANCE ASSISTANT**

STATUS: Full-time

REPORTS TO: Finance Director

POSITION SUMMARY

The primary function of this position is to manage the day to day financial activities pertaining to customer transactions and payments to vendors.

POSITION RESPONSIBILITIES

- Daily invoicing of customer deliveries
- Follow up with customers on delivery/pricing issues
- Daily cash receipts
- Daily phone calls with drivers regarding payment transactions and other issues
- Preparation of bank deposits
- Accounts receivable collection activity
- Coordination of master data between financial records and client database
- Oversight of delivery coordinator receipts
- Monthly reports related to deliveries, coupons, returns
- Management of conservator accounts
- Third party billing for delivery fees, including billing, working with caseworkers on authorization issues, working with vendors regarding payment, collections, trouble shooting
- Assisting Finance Director with special projects
- Weekly Accounts Payable
- Other duties as assigned

QUALIFICATIONS

- Prior bookkeeping/accounting experience
- QuickBooks or comparable accounting software, preferred
- Computer skills including Microsoft Office skills required
- Time management and multi-tasking skills required