



GIRL SCOUTS OF SOUTHEAST FLORIDA JOB DESCRIPTION

Title: Finance Associate
FLSA Status: Non-Exempt
Pay Grade: [6](#)
Location: In-based | Administrative HQ, 6944 Lake Worth Road, Lake Worth, FL 33467
Reports to: Chief Financial Officer
Direct Reports: None
Last Revised: May 1, 2023

POSITION SUMMARY: Under the general direction of the Chief Financial Officer (CFO), the Finance Associate is responsible for supporting all functions of the Finance department including but not limited to accounts payable, cash receipts, and the general ledger in accordance with established procedures and internal controls. Ultimately, the Finance Associate performs critical fiscal work where timeliness and accuracy are vital.

Essential Duties and Responsibilities:

- Processes accounts payable invoices and issues timely payments on a weekly basis.
- Conduct research on outstanding invoices and responds to vendor inquiries in a timely and professional manner.
- Conducts research on accounting inquiries as requested by staff.
- Conducts research on, tracks, resolves and corrects accounting entry errors.
- Processes employee expense reimbursement reports on a bi-weekly basis.
- Processes employee's VISA summaries reports on a monthly basis.
- Maintains the vendor files in an organized manner for accessibility by the Finance team.
- Processes cash receipts entries, verifies general ledger coding and enters cash receipts into the system on a daily basis.
- Monitors cash advances to employees and volunteers and follows-up with appropriate supervisors as needed.
- Prepares and enters monthly journal entries required for month end close.
- Completes monthly reconciliations of general ledger accounts as assigned by the CFO or designee.
- Assists the CFO and Accountant in preparation for the annual financial audit by preparing auditor-specified schedules, and providing documentation as requested.
- Maintains 1099-M documentation and performs annual 1099-M regulatory reporting.
- Assists the CFO and Accountant in preparations for Board, Finance and Audit Committee meetings.
- Promotes and provides assistance to programs, activities, fundraisers, and special events, as needed.

Miscellaneous

- Performs other duties as assigned.
- Attends all required trainings and meetings and seeks out business-related learning opportunities that enhanced the organization's ability to deliver services.
- Adheres to the Girl Scout law and maintains registration as a member of the Girl Scouts of Southeast Florida.
- Adheres to all provisions in the GSSEF Employee Resource Guide and GSSEF COVID-19 Workplace Guidelines.
- Completes all Council required background checks, including a Level 2 fingerprint-based background check, at time of hire and periodically thereafter with acceptable results.



- Participates actively in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Works the following normal in-based schedule in person as follows, unless modifications are approved: 8 a.m. to 6 p.m. Monday through Wednesday, and 8 a.m. to 5 p.m. on Thursday, along with any additional hours required to meet business needs.
- Possesses access to a reliable form of transportation and maintain a valid Florida State drivers' license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
- Performs work generally in a private air-conditioned indoor environment with low to moderate noise.

Required Knowledge, Skills & Abilities:

- Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of nonprofit accounting and fund accounting standards.
- Knowledge of principles and processes for providing exceptional customer service.
- Active listening skills, including giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading comprehension skills including the ability to understand written sentences and paragraphs in work-related documents.
- Critical thinking skills including the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Verbal and written communication skills including the ability to effectively convey information orally or in writing as appropriate for the needs of the audience.
- Excellent interpersonal skills, including the ability to work successfully with colleagues and volunteers.
- Intermediate to advanced Microsoft Office computer skills (Word, Excel, PowerPoint, Outlook) and ability to use web browsers, Salesforce, Abila and other software systems with overall proficiency.
- Ability to organize, plan and prioritize work, maintaining a high degree of accuracy and attention to detail, including thoroughness and proactive follow-up..
- Ability to tolerate stress and stay flexible when faced with the pressure of multiple or competing deadlines.
- Ability to use sound judgment in decision-making, and to work independently, while demonstrating a strong ability to work as a team.
- Ability to be reliable, responsible, and dependable, able to fulfill obligations and see that commitments are completed as scheduled.
- Ability to maintain absolute confidentiality.

Education and Experience:

- Bachelor's degree or equivalent experience required. Preference for degrees or coursework in accounting or business administration.
- Minimum of three years recent, relevant experience preferred.
- Nonprofit experience strongly preferred.
- Fund accounting standard knowledge strongly preferred.
- Bilingual (Spanish) preferred.

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

- Prolonged periods sitting at a desk and working on a computer.
- Operating office equipment manually.
- Lifting and/or moving up to 25 pounds at times.
- Working in person.

Core Competencies:

Digital, Virtual and Technical Proficiency | Business First Mindset | Communicator | Customer Centric
Critical Thinker | Financial Acumen | Social Justice and Inclusion (DEI) | Learning and Innovation |
Leadership and Stewardship | Relational Intelligence

NON-DISCRIMINATION STATEMENT

Girl Scouts of Southeast Florida, Inc. (GSSEF) does not discriminate against employees or clients based on race, color, religion, sex, age, disability, sexual orientation, national origin, gender identity or expression, marital or familial status, genetic information, veteran status, political affiliation, or any other characteristic protected by law. Girl Scouts of Southeast Florida, Inc. (GSSEF) is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity for employment for qualified persons with disabilities, which is extended to both applicants and employees. Further, GSSEF will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA).

This job description should not be interpreted as all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions will be evaluated and are subject to modification, as necessary.

I have read and understand the requirements for this position. Should I have any questions regarding the essential functions of my job at any time, I will bring this to the attention of my immediate supervisor for further clarification in real time.

Employee Name (print): _____

Employee Signature

Date

Mission:

Girl Scouting builds girls of courage, confidence, and character who make the world a better place.