



## Job Description: Assistant Financial Manager

**POSITION TITLE:** Assistant Financial Manager

**LOCATION:** Greenville, SC

### I. POSITION SUMMARY

The Assistant Financial Manager will assist the Financial Director in achieving Upstate Forever's goals for its accounting operations. The position is part-time 15-30 hours a week.

- A. Recording and executing all financial transactions,
- B. Producing financial reports,
- C. Maintaining all necessary accounting documentation and
- D. Assisting staff with financial matters.

The majority of the work of the Assistant Financial Manager will be based in the Greenville office.

### II. KEY RESPONSIBILITIES

- A. Manage accounts payable
- B. Process employee expense reports
- C. Make daily bank deposits
- D. Manage insurance policies
- E. Reconcile monthly membership contributions with development team
- F. Process and reconcile monthly credit card statement
- G. Process and record biweekly payroll including timesheet review and approval
- H. Calculate and record biweekly payroll cost allocations
- I. Prepare year-end 1099 reports
- J. Prepare annual reports for workmen's comp auditor
- K. Prepare quarterly multiple worksite reports
- L. Arrange bi-annual UF investment committee and audit committee meetings and record minutes
- M. Manage employer/employee IRA contributions
- N. Manage organizations lobbying time and expenses
- O. Manage employee PTO
- P. Manage cash accounts and account transfers
- Q. Assist Financial Director with responsibilities of the grants, budgeting, financial statement preparation and the audit
- R. Special projects as specified by Executive Director or Financial Director

### III. SKILLS AND EXPERIENCE

Highly proficient in general office and computer skills including Gmail, Microsoft Word and Excel, Adobe Acrobat, and working knowledge of Quickbooks

### IV. COMPENSATION

- \$22/hour
- Paid time off
- Simple IRA with company contribution



- Flexible workplace and scheduling
- Mileage reimbursement for travel

**To apply, send a cover letter and resume via email to [jobs@upstateforever.org](mailto:jobs@upstateforever.org) by 11:59 p.m. Sunday, November 15. All inquiries will be kept in strict confidence.**

**COVID-19 precautions:** To protect the safety of our employees in light of the recommendations from the State and Federal Governments as a result of the COVID-19 pandemic, Upstate Forever is currently implementing additional safety protections. These protections include but are not limited to social distancing practices; the wearing of masks in common areas; frequent disinfecting of commonly touched surfaces; and limiting office access to employees, maintenance workers, and cleaning service workers.

**DEI commitment:** Upstate Forever is committed to diversity, equity, and inclusion. We are taking deliberate steps to build authentic community partnerships and cultivate new leaders at all levels of our organization — from our membership to our staff to our board — to ensure that we better represent the community we serve.

Upstate Forever is an equal opportunity employer.