



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 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.