



## POSITION SPECIFICATION

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**POSITION TITLE:** Finance Assistant  
**LOCATION:** New York City  
**REPORTING:** Report to the Finance and Administration Manager

### Organization Summary:

A Better Chance's mission is *to increase substantially the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society.*

### Position Summary:

**A Better Chance** in New York City seeks applications for the Finance Assistant position. This is a part-time position that is responsible for the daily operations of accounts payable/receivable and providing support to Finance and Administration at the direction of the Finance Manager and the Staff Accountant.

### Principal Responsibilities

- Perform the accounts payable functions, including processing all invoices, expense reports and check requests accurately and in a timely manner, maintaining accurate records, and issuing weekly vendor payments.
- Filing invoices.
- Perform accounts receivable functions, including: preparing back-up for deposit logs, making deposits, processing credit cards, and creating associated entries in Financial Edge.
- Provides clerical support to human resource and benefits administration as needed.
- Assist as needed on budget and audit preparation
- Other duties as assigned, including participation in A Better Chance organizational and programmatic efforts

### REQUIRED QUALIFICATIONS

- Currently enrolled in an accredited college with an undergraduate major in Business, Applied Mathematics, Finance or Accounting. Associate's Degree, preferred or demonstrated equivalent in education and experience

- Good organizational skills and ability to maintain work flow on several projects simultaneously
- Ability to work as part of a team
- Demonstrated oral and written communication skills
- Proficiency in the use of information technology (Windows office environment - word processing, spreadsheet, database, Internet)
- Demonstrated ability to maintain a high level of professionalism and confidentiality
- Commitment to understanding the mission, goals and culture of A Better Chance

Revised 11-2020

Full-Time Hourly – 30hr/wk at \$30,000/yr plus benefits

Part-Time – 25hr/wk at \$20/hr - \$26,000 no benefits

Equal Opportunity Employer F/M/V/H

### **How to Apply**

For consideration, please forward your cover letter and resume to [careers@abetterchance.org](mailto:careers@abetterchance.org). Please note “Finance Assistant – [your name]” in the subject line of your email. Only candidates being considered will be contacted. Applications will be reviewed on a rolling basis. Please do not call the A Better Chance office or email to inquire about the status of your application.