



GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

ADMINISTRATIVE AND FINANCIAL ASSISTANT

SUMMARY OF DUTIES: Full time. 35 to 40 hours per week. Hourly nonexempt. The Administrative and Financial Assistant is responsible for assisting the Chief Fiscal Officer and Assistant Chief Fiscal Officer with the day to day operations of the finance office, reports and projects.

REPORTING RELATIONSHIP: Reports to the Assistant Chief Fiscal Officer.

RESPONSIBILITIES: Maintain the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Assist the Assistant Chief Fiscal Officer the yearly audit. Preparing adjusting and reversing entries and creating back up documentation for the entries. Responsible for giving the CPA all requested documents during the audit. Make copies and scan documents as needed. Assist the Assistant CFO with OASAS reporting including the Certified Fiscal Report (CFR) and OASAS Budget. Gather information for the CFR and budgets and prepare budget summary reports for the Board of Directors. Assist with agency projections for the budget. Assist the Assistant CFO with various checkbook reconciliations. Assist with agency projections in September, October and November for end of the year spending. Assist with end of the year work load. Assist the Assistant CFO at the end of the month with the following: split revenue in revenue journal to compare to the electronic health record reports, enter revenue on financials and prepares the financial spreadsheets for the next month. Distribute financial reports to the Board and GCASA Directors. Process the Selective insurance bill monthly. Review yearly and as necessary the allocation of expenses. Assist the CFO with agency insurances including: general and professional liability insurance, cyber insurance and directors and officer's liability insurance application process. Maintain certificate of insurance from vendors. Assist the CFO with reporting to OASAS on capital projects and quarterly EEO reports. Assist with DOH reporting. Assist with the executive order 38 reporting. Assist the CFO with managing M/WBE and SDVOB policy. Assist with calculation of the amount to be spent on M/WBE and SDVOB for the budget, plan purchasing from the program staff list of furnishings, making the purchase and reporting quarterly to the state. Responsible for inventory and tagging equipment at several sites. Assist in the whole agency yearly inventory as needed. Reconcile the inventory reports. Errands may include check signatures, bank deposits, post office or other. Box files at the end of the year in accordance to policy. Assist the CFO and Finance Department for correspondence, meetings and reporting. Clerical assistance to the Finance staff including insurance and real property forms on Adobe. Act as a resource and consultant to staff in matters relating to financial procedures. Work on special assignment for the Executive Director or CFO or Assistant CFO. Attend trainings or seminars to keep skills current.

QUALIFICATIONS: Bachelor's Degree in accounting or business plus three years' experience preferred; or Associates Degree with three years' experience or six years' experience in a financial setting considered.

VACANCY AT: GCASA's 430 East Main Street, Batavia location

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

4/14/2021

DEADLINE:

4/18/2021

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.