



Job Posting: Financial Assistant

Department: Finance

Reports To: Finance Director

Status: Part-Time/Seasonal

Salary: DOQ

Application Deadline: Open until filled

Position Summary:

The Financial Assistant supports the financial operations of the Boys & Girls Club by assisting with bookkeeping, financial recordkeeping, and administrative tasks. This role helps ensure accurate financial tracking, compliance with grant requirements, and responsible stewardship of funds to support youth programming, fund raising, and organizational sustainability.

Key Responsibilities:

Financial Operations Support:

- Assist with daily financial transactions, including accounts payable and receivable
- Process invoices, reimbursements, and expense reports in a timely manner
- Maintain accurate financial records and filing systems (digital and paper)
- Support payroll preparation and time tracking verification

Bookkeeping & Reporting:

- Enter financial data into accounting software (e.g., QuickBooks or similar)
- Reconcile bank statements and assist with monthly financial reports
- Help track budgets for programs and grants
- Assist in preparing documentation for audits and grant reporting

Grant & Compliance Support:

- Maintain organized records for grant-funded programs
- Assist in tracking expenditures to ensure compliance with funding requirements
- Support preparation of financial reports for funders and Board of Directors

Administrative Support:

- Provide general administrative assistance to the finance or leadership Team
- Maintain confidentiality of all financial and personnel information
- Assist with front desk or office support as needed
- Other duties as assigned

Qualifications:**Required:**

- High school diploma or equivalent
- Basic understanding of accounting or bookkeeping principles
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office (especially Excel)
- Ability to handle confidential information with integrity
- Must be able to pass a background check

Preferred:

- Associate's degree in accounting, business, or related field
- Experience with nonprofit or grant-based accounting
- Experience with accounting software (e.g., QuickBooks)
- Familiarity with youth-serving organizations
- Valid driver's license

Skills & Competencies:

- Accuracy and attention to detail
- Time management and ability to meet deadlines
- Strong communication skills
- Problem-solving and critical thinking

- Ability to work independently and as part of a Team
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Work Environment:

- Office setting within a youth-serving organization
 - Occasional interaction with staff, youth, and families
 - Flexible part-time schedule (may include some evenings and weekends depending on Club operations)
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Equal Opportunity Employer Statement:

The Boys & Girls Club of Lac Courte Oreilles is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.