



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

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## **Administration**

### **Financial Administrator Job Description**

#### **GENERAL RESPONSIBILITIES**

The Finance Administrator assists the Chief Finance Officer with inputting data into the accounting system and financial reporting. Works with the Human Resources Administrator and Finance Manager on duties such as payroll, accounts receivable, and accounts payable and assists the Executive Team in other administrative duties. This position reports to the Chief Finance Officer.

#### **EXAMPLES OF WORK**

- Oversees accounts payable tasks, such as assigning the correct expense code to each bill, reviewing the cash disbursement register, and processing checks.
- Calls vendors for invoices, account balances, discrepancies, and to update information.
- Processes bi-weekly payroll.
- Prepares and processes payroll tax payments, along with quarterly and end of year reporting.
- Prepares deposits and oversees entries of receipts for income into accounting system for the General and Family Assistance accounts, checks receipts to a receipts journal register.
- Administrator for donor software, enters donor gifts into software.
- Assists with HUD grants for leasing and inputs data into spreadsheets for reporting.
- Assists Chief Finance Officer and Finance Manager with grant reporting and grant budgets and submissions.
- Assists Chief Finance Officer and Finance Manager with annual audit and budget.
- Assists with preparation of monthly journal entries.
- Assists with site visits - spreadsheets, documents, reports.
- Oversees invoice and quarterly church reports.
- Reconciles bank statements.
- Assists with the DFA and SIU programs check processing and prepares monthly reports.
- Monitors credit card usage, processes credit card statement payments.
- Takes minutes for Finance Committee meetings.
- Assists Chief Finance Officer with reports for Finance Committee and Board.
- Attends staff meetings and other required meetings.
- Attends and participates in agency and program events.
- Performs related duties as required.

## QUALIFICATIONS

The person in this position should have at least three years' experience of working in a finance department, or a bachelor's degree in accounting, management or a related field. The person should be familiar with computerized accounting techniques and possess a solid understanding of the principles of accrual accounting and financial reporting.

Applicants must be able to perform the following: lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subject to background and drug checks as required by program grants and the Dove Inc. Personnel Policy. These checks may be updated periodically.

## SALARY AND BENEFITS

The introductory salary range for this position has a salary range of \$40,000 to \$45,000 annually with annual raises depending on performance and available funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

## WORK CONDITIONS AND ENVIRONMENT

This is a full-time position requiring 40 hours per week, with occasional evening and weekend duties. This position is subject to the requirements of the Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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