



Finance Assistant

Position Summary:

The Finance Assistant will report directly to the Finance Director, and receive direction from both the Finance Director and other finance leadership team members. The successful candidate will be a hands-on, detail-oriented, organized, and personable individual who will manage multiple finance and administrative tasks within the finance department as well as aid in other administrative tasks in the organization as needed.

Position Responsibility:

- Check that all payables are approved for payment and have correct account codes and funder information (referred to as “coding”), as well as backup documentation; payables include recurring bills, contractor payments, employee reimbursements, credit card expenses
- Enter all approved accounts payable (AP) items into the accounting system accurately and timely using accrual basis rules
- Run biweekly AP report for approvals; make checks runs after AP approval, obtain signatories, and mail payments
- Check accuracy of health insurance billings
- Create retirement savings invoices for payment
- Reconcile petty cash, credit cards
- Manage unclaimed properties and flag stale checks
- Prepare funder invoice backup documentation as requested
- Aid staff accountant with payroll preparation (allocation accuracy and scanning)
- Assist with annual audits as needed
- Work with facilities and IT for annual equipment assessments
- Create all purchase orders (POs) for the finance department as needed
- Scan all documents coming into/leaving the finance department, following nomenclature and filing specifications; file paper documents in a timely manner
- Tackle other finance tasks as assigned, creating own work design and process

Required Education and Experience:

- Minimum of a B.A., ideally in accounting or a related degree
- Minimum 2 years of overall professional experience in nonprofit arena (excluding internships): solid understanding of allocations, direct expenses, and indirect expenses

Required Skills, Abilities, and Knowledge:

- Solid understanding of accounting principles
- Minimum 2 years of overall professional experience in nonprofit arena (excluding internships): solid understanding of allocations, direct expenses, and indirect expenses
- Advanced Quickbooks user
- Advanced Excel user (what is your favorite function?)
- Be a critical thinker
- A successful track record in setting priorities, working independently as needed
- Keen analytic, organization and problem solving skills which support and enable sound decision making
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personable, professional, patient demeanor to interface with staff and youth
- Ability to handle confidential information
- Personal qualities of integrity, credibility, and dedication to our mission

About Youth Radio:

Headquartered in Oakland, CA, Youth Radio is a one-of-a-kind, youth-driven production company that serves as NPR's Youth Desk, and through a variety of outlets, reaches audiences in the tens of millions. YR is the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Awards.

Salary & Benefits:

This is a part time position, compensation is commensurate with experience.



Requirements:

- Cover Letter
- Resume

Contact:

Please send requirements to hr@youthradio.org. Please put "Finance Assistant" in subject line. No calls please. Youth Radio is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.