



BOARD VACANCY

Financial Secretary

KEY RESPONSIBILITIES:

- Maintain and update all financial records, including receipts, payments, and other financial transactions.
- Prepare accurate bank deposits and perform reconciliations of bank statements to ensure correct accounting of all transactions.
- Assist in the preparation of budget reports, financial statements, and tax returns in coordination with the finance team.
- Manage the processing of payments and invoices, ensuring timely and accurate payment of bills and receipts of funds.
- Monitor financial transactions and report any discrepancies or irregularities to the finance manager.
- Ensure compliance with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Support the finance manager in budget preparation and expense management activities.
- Handle confidential financial information with integrity and discretion.
- Assist with financial audits by providing information and answers to auditors.

REQUIREMENTS

- Associate or bachelor's degree in Accounting, Finance, or related field.
- Proven experience in financial management or bookkeeping, preferably within a non-profit setting.
- Strong understanding of accounting principles and financial reporting.
- Proficient in accounting software and Microsoft Office Suite, especially Excel.
- Excellent organizational skills and attention to detail.
- Strong communication skills and the ability to report complex information clearly.
- Ethical mindset and the ability to handle confidential information.

SEND YOUR RESUME TO

216-333-1819 x 703
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