**Finance Support Specialist**

**POSITION SUMMARY:**

Assist the Director of Finance and Administration with recording and maintaining financial data and records for Area L AHEC. Responsible for supporting the President/CEO and the Director of Finance and Administration in a highly confidential manner.

*Duties and Responsibilities:*

* Perform daily accounting activities in all financial areas. At fiscal year-end, assist the Director of Finance and Administration in accounting processes and procedures and preparing for the annual audit.
* Work with grants from various sources and ensure compliance.
* Work with the Director of Finance and Administration in reviewing YTD expenses on each state account and comparing to budget and identifying any outstanding items/issues, quarterly.
* Approve Requests for Payment to be processed and enter into Sage, daily.
* Enter deposits into Sage, daily.
* Reconcile income and expenses entered in Sage, monthly
* Prepare invoices in accordance with grants program contracts
* Perform other duties as assigned.

*Required Skills and Abilities:*

* Proficient in Microsoft Office Suite.
* Skilled data entry is required to ensure that accurate data is entered.
* Basic understanding of bookkeeping practices and procedures.
* Excellent organizational skills and attention to detail.
* Excellent written and verbal communication skills.
* Ability to follow verbal and written instructions.
* Ability to learn quickly and work independently.
* Valid NC Driver’s License and good driving record
* Ability to manage confident and sensitive information appropriately.

*Preferred Education and Experience:*

* Two-year degree finance, accounting, or related field preferred or three years administrative/financial support experience or equivalent.
* Should be well organized, self-directed, and independent; can interact with staff, faculty, and the public in a professional manner
* Must be able to manage multiple responsibilities and meet deadlines

*Physical Requirements:*

* Prolonged periods of sitting at a desk and working on a computer
* Light lifting required at times

1/21/2021

dpf/jab