



Position: Finance Assistant
Location: 601 E. 5th Street, Suite 255 Charlotte, NC 28202
Department: Finance
Reports to: Finance Manager

ORGANIZATION

The mission of Supportive Housing Communities (SHC) is to provide affordable housing to alleviate homelessness and human suffering. The organization uses a permanent supportive housing approach, which links permanent, affordable rental housing with access to flexible, voluntary supportive services (health care, mental health/substance use treatment and employment services). The organization owns two housing complexes and utilizes privately-owned rental units scattered throughout Mecklenburg County to provide affordable housing options. As part of its housing model, SHC also provides comprehensive programs and services specifically targeted to provide the chronically homeless with the support and skills needed to remain stably housed and independent, including comprehensive case management, mental health counseling services and a supportive employment program.

POSITION AND RESPONSIBILITIES

We are looking for a Finance Assistant to support our day-to-day transactions, including expenses and payroll. Finance Assistant responsibilities include processing payments, maintaining cost reports and managing invoices. If you have an accounting background and are interested in procedures like tax management and budget preparation, we'd like to meet you. Ultimately, you'll help maintain our company's financial health and make sure we use our resources beneficially.

RESPONSIBILITIES INCLUDE:

- Update financial spreadsheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Process tax payments
- Process contract reimbursements
- Process rental and subsidy payments
- Support monthly payroll and keep organized records

- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and annual audits

EXPERIENCE AND EDUCATION

- Work experience as a Finance Assistant, Finance Officer or similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. QuickBooks)
- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- BS degree in Finance, Accounting or Economics, preferred

COMPENSATION

The expected hiring range is \$48,000-\$52,000, with a full benefits package.

HOW TO APPLY All inquiries, nominations and applications should be directed to Stacy@aplacetoliveagain.org. Applicants must include a cover letter with resume to be considered for the position. Please also indicate where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted.

Supportive Housing Communities provides equal employment opportunities to all persons without regard to race, color, creed, age, sex, religion, disability, nationality, or sexual orientation, and promotes the full realization of this policy through a positive, continuing program of affirmative action.