



## **Finance Assistant Job Description Inter-Cooperative Council at the University of Michigan**

### **General Statement**

Finance Assistant is a part-time position in the ICC Finance Department, 337 E. William St., Ann Arbor, Michigan, working up to 29 hours per week under the supervision of the Director of Financial Services (DFS). The Finance Assistant maintains member accounts in the property management software, pays invoices, organizes contractor accounts, assures the accuracy of member balances and occupancy numbers, tracks and records financial data in the general ledger program and performs other related duties. Excellent organizational and computer skills are required, as well as familiarity with spreadsheet and database entry experience. Working knowledge of spreadsheet, database, and accounting programs such as Excel, Word, and Rent Manager (LCS) is preferred. A bookkeeping background is preferred. The Finance Assistant is expected to work with minimal supervision after learning basic procedures and required tasks. The successful candidate will have the ability to quickly acquire new information and skills, communicate with members, and work in a fast-paced environment.

### **Specific Duties**

- **Property Management Software.** Fully utilize and maintain finance-related data in Rent Manager Property Management Software.
- **Finance Committee Support.** May include working with members on the Finance Committee to facilitate scholarships, payment plans, and produce finance-related reports.
- **Rent Reporting.** Support the treasurers to create a monthly rent report and be a resource regarding the accuracy of charges and occupancy.
- **Member Accounts.** Assist with posting charges and credits for members, verifying contracts, and verifying other member data.
- **Treasurer Reports.** Work with house treasurers to make sure reports are timely and accurate.
- **Posting House Financial Data.** Post monthly to closing sheets and general ledger.
- **House Variance Statements.** Provide information on house spending in comparison to budget.
- **Move-Out/Move-In.** Update the property management software at the beginning and end of terms and as needed.
- **Debtors.** Assist DFS with posting late charges, sending notices to quit and preparing and sending paperwork for attorneys and collection agencies.
- **House Closings.** Assist DFS with preparation house closings as needed.

- **Accounts Payable.** Process received billing related to contractors, staff, members and other accounts.
- **Training.** Assist the DFS with training ICC member treasurers each semester and ICC Board of Directors at least twice yearly and as needed.

Other reasonably related business duties may be assigned by the General Manager. The ICC General Manager may change or revise job duties as the need arises. This job description does not constitute a written or implied contract of employment.

### **Job Requirements**

- B.A. or B.S. degree preferred
- Experience in finance, accounting and/or bookkeeping strongly preferred
- A passion for creating collective social good, with a strong interest in the cooperative movement. Preference for someone who has lived in a cooperative.
- Excellent MS Office, e-mail, and social media skills (desired: advanced Word, PowerPoint and Excel skills)
- Strong written and verbal communication skills
- Ability to work in a dynamic, fast-paced environment, multi-task and support multiple team members
- Absolute team player
- An open mind and receptiveness for personal development and growth
- Ability to take a breath and smile daily

Please submit a brief cover letter and resume via email to Karin Keim, at e-mail [iccfinanceoffice@gmail.com](mailto:iccfinanceoffice@gmail.com) or via mail to address 337 E. William St., Ann Arbor, MI 48104. Information accepted through Friday, September 23, 2016.

Pay rate: Range from \$12.00 to \$16.00 per hour – commensurate with experience.

### **The ICC is an Equal Opportunity Employer**

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The Inter-Cooperative Council at the University of Michigan expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Inter-Cooperative Council at the University of Michigan employees to perform their expected job duties is absolutely not tolerated.

Reviewed/Revised October 2015