



**Title:** Financial Assistant

**Reporting to:** Chief Financial Officer

**Works closely with:** Development and Marketing Manager, COO, CEO

**Salary Range:** \$25-\$35/hour (DOE)

**Job Status:** Part-time, year-round

**Job Purpose:** To support the CFO on a day-to-day basis by keeping accurate & easily trackable financial records and inputting data for bank deposits (donations, program fees, grants, retail sales, registrations and event proceeds), updating database as needed, processing payables and credit card charges, creating and maintaining efficiencies and maintaining retail inventories. Assist CFO, Marketing & Events Manager and Business Development Manager with events as needed.

**About Challenge Aspen:** The Challenge Aspen community believes that access, inclusive participation and a supportive community are the foundation to encourage wellness and for establishing rewarding lives for individuals living with physical and/or cognitive disabilities. Our programs are created to embrace these ideals connecting, empowering and inspiring those we serve.

**Key Responsibilities and Accountabilities:**

Accounting Software Entries

- Enter all bank deposits into QuickBooks accounting software, allocating revenue accounts and a class for proper tracking
- Complete and organize all deposit paperwork, billing/vendor paperwork
- Process payables for CFO review
- Enter credit card receipts from staff for separate credit card accounts
- Work in auction database to set up event auctions, registrations and check out processes
- Coordinate and organize auction items
- Assist CFO during events for auction set up, registration, event night entries and check out
- Maintain retail inventory for audit purposes
- Other tasks as assigned

**Qualifications, Attributes & Key Success Factors for the strongest candidate:**

- 2+ years working within a non-profit operations (financial experience a plus!)
- Experience with fundraising and events

- Continued -

- Database and reporting experience
- Ability to multi-task
- Extremely organized, able to multi-task in a fast-paced environment, impeccable attention to detail
- Willingness to work additional hours required around event planning and execution
- Possess efficient time management skills
- Driven to produce positive outcomes for Challenge Aspen
- Ability to adapt quickly and graciously to change
- Proficiency in Microsoft Office applications
- Act as an ambassador for Challenge Aspen with customer service as the #1 priority
- Passion for supporting a Mission-centric community in achieving philanthropic objectives
- Understanding of various disabilities and behaviors is a plus
- Maintain a sense of humor and remember the mission behind your hard work
- Adhere to the environment of L I G H T
  - Loyalty
  - Integrity
  - Generosity
  - Honesty
  - Trust

**Physical and activity requirements involved:**

- Daily
  - Operating office machinery
  - Remaining in a stationary position for prolonged periods
  - Repeating motions that may include the wrists, hands, and fingers
  - Communicating with others to exchange information
- Occasionally
  - Moving self in different positions to accomplish tasks in various environments, including tight and confined spaces
  - Moving about to accomplish tasks or moving from one work site to another
  - Operating company motor vehicles
  - Light moving includes moving objects up to 10 pounds

**Accommodations can be made for lifting and physical tasks where needed.**

**Email resume, and references to [jenni@challengeaspen.org](mailto:jenni@challengeaspen.org)**

*At Challenge Aspen, our mission is to empower the community we serve of people living with disabilities. In order to live fully into our mission, we must build the strongest, highest performing team possible. In order to build this team and realize our true collective impact, we must empower our own internal team first and foremost.*

