



## Finance Assistant

20 hours per Week \$22-\$25 / hour

Homeworthy is seeking a responsible, detail-oriented, and enthusiastic team member to assist with the bookkeeping and administrative needs of our growing Agency. Do you have a passion for accounting and organizing information? Seeking a flexible work environment? Want to serve our community by working for a mission-driven organization? You should join our team!

Homeworthy offers comprehensive programs and services to adults, families, and youth in Midcoast Maine. We support community members through our wrap-around programming, including Comprehensive Case Management services, The Hospitality House Family Shelter, and The Landing Place Youth Program. Everything we do is delivered with respect, dignity and genuine caring, delivering on our promise of home, help and hope.

The Finance Assistant will assist the Operations team with maintaining accurate fiscal and administrative records for the Agency, with support/guidance from the Finance Manager. Specifically, this individual will manage accounts payable, maintain accurate accounting records, organize digital and hard-copy files, and support reporting and auditing needs. The individual should be self-motivated, be able to work independently and comfortably in a team environment. Must be proficient with current technology, including how to organize and maintain digital files. Having a solid understanding of bookkeeping and accounting duties, preferred. The Finance Assistant should be comfortable working in a fast-paced office environment and possess the ability to remain organized, accurate, and efficient while maintaining multiple tasks.

The Finance Assistant will possess administrative skills, organizational skills, project management skills, and the ability to maintain a realistic balance among multiple, competing priorities and deadlines. Attention to detail will be required to perform this job successfully. Must be proficient with current technology, including Google Suite and Microsoft Office, as well as the ability to learn new software easily.

Qualified candidates for this position will have a High School diploma or equivalent. An Associates Degree in business or accounting (or equivalent) or actively completing their degree is preferred. Two years' experience working in the field, in a non-profit organization is preferred.

This position will pay \$22 - 25/hr, based on experience, and offers a benefits package that includes paid time off, 14 paid holidays (including your birthday!), and is eligible to participate in our retirement plan with an employer match of 3%.

*Background and license checks will be required of final candidates.*

**To apply, please submit a resume and a cover letter explaining why you would be a great fit for our team to [careers@homeworthy.org](mailto:careers@homeworthy.org) with the job title in the subject line. Applications will be reviewed on a rolling basis until the position is filled.**

*Homeworthy is an equal opportunity employer committed to team development and a supportive respectful culture. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*