



Job Title: Finance Assistant II

Reports To: Vice President, Institutional Finance

Non-Exempt / Part-Time

Location: Cary, NC

Position Summary

The Financial Assistant serves in a vital support role providing high-level administrative, clerical, accounting and donation processing, ensuring the efficient functioning of day-to-day operations, accurate financial documentation, and well-coordinated departmental initiatives. The ideal candidate is highly organized, detail-oriented, able to work with Microsoft Office, and prioritize effectively in a dynamic, cross-functional environment.

Finance Assistant II

- Assist with data entry related to accounts payable, accounts receivable, and expense reports.
- Maintain records and forms and support the financial processes.
- Help track department budgets, reconcile credit card and petty cash transactions.
- Coordinate collection and organization of receipts, reimbursements, and budget requests.
- Support preparation of financial reports and audits by gathering documentation and maintaining accurate records.
- Responsible for Student Account Information including tuition billing and recording payments, issuing 1098T's.

General Administrative Support

- Provide administrative support for Finance.
- Schedule meetings, maintain shared calendars, and prepare documents and reports.
- Manage document filing systems (digital and physical) and ensure records are properly archived.
- Draft, proofread, and edit correspondence, reports, and communications.
- Other administrative duties as assigned.

Qualifications

Required:

- Associate degree or equivalent work experience.
- 2+ years of administrative experience, preferably with exposure to finance.

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Teams), and familiarity with Google Workspace.
- Strong written and verbal communication skills.
- High level of integrity, discretion, and confidentiality when handling sensitive information.
- Ability to multitask, prioritize responsibilities, and meet deadlines with minimal supervision.

Preferred:

- Experience with accounting systems (QuickBooks - training provided).
- Familiarity with nonprofit.
- CRM/database experience.

Core Competencies

- **Attention to Detail:** Maintains accuracy and completeness in all tasks.
- **Time Management:** Efficiently balances competing priorities and meets deadlines.
- **Problem Solving:** Anticipates and resolves issues proactively.
- **Collaboration:** Works effectively across departments and adapts to shared goals.
- **Professionalism:** Demonstrates reliability, responsiveness, and a service-oriented mindset.

Work Environment and Physical Requirements

- Office-based work.
- Must be able to sit, stand, and use a computer for extended periods.
- Occasional lifting of supplies or files up to 25 lbs may be required.