



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | +1 860 581 8554 | www.rivercog.org

Financial Assistant, Part Time Job Description

Position Summary

RiverCOG is seeking a motivated and detail-oriented Financial Assistant to provide support to our Financial Administrator. This position requires attention to detail, a positive attitude, and a willingness to learn new tasks and adapt to changing priorities. Responsibilities include assisting with a variety of financial and bookkeeping tasks including payroll processing, accounts receivable/payable, bank account reconciliation, audit support, and other related tasks as needed.

Essential Functions

- Payroll processing
- Accounts Receivable & Accounts Payable
- Reconcile bank accounts
- Filing
- Report creation
- Invoice creation & distribution
- Handling of deposits
- Assist with other tasks as needed, under the direction of the Financial Administrator

Knowledge, Abilities and Skills

- Exacting attention to detail required
- General understanding of financial and bookkeeping procedures
- Good organizational and coordination skills
- Good problem-solving skills
- Ability to communicate effectively, both verbally and in writing
- Effective time management and organizational skills

Minimum Qualifications

- At least 2 years' experience in finance and bookkeeping
- Experience within the Teams/Microsoft 365 environment and with Office products such as Word, Excel, & Outlook
- Experience with Quickbooks Desktop (experience with Quickbooks Time preferred)
- Demonstrated ability to write effectively and professionally using proper formatting, grammar, punctuation, and spelling
- Requires strong computer skills, flexibility, and the ability to work well with all levels of internal management and staff. Sensitivity to confidential matters is required.

Supervision

- Works under the general direction of the Financial Administrator, following professional standards, procedures and policies
- Works well independently and in combination with others

RiverCOG

Work Environment

- 15 – 20 hours per week in a standard office environment in our office in Essex, CT
- Flexible hours to be approved by the Financial Administrator
- Opportunity for some work-from-home hours, after initial training, with approval of the Financial Administrator

Compensation

- Market competitive, negotiable and commensurate with experience
- Expected range, dependent upon qualifications, of \$25 - \$30 per hour
- Includes paid vacation time and sick time

Send a cover letter and resume to info@rivercog.org or via mail to RiverCOG, 145 Dennison Rd., Essex, CT, 06426. (email preferred)

Deadline: Applications Accepted Until Position Filled

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principal job elements.

The Lower CT River Valley Council of Governments provides equal employment opportunities (EEO) and prohibits unlawful discrimination with respect to all employees and applicants for employment. It is the policy of LCRVCOG to provide equal employment and economic opportunity at every level without regard to race, color, sex, sexual orientation, gender identity and expression, genetic information, age, national origin, ancestry, religion, marital status, present or past history of mental disorder, learning disability or physical disability including but not limited to blindness, except in the case of a bona fide occupational qualification or need. This policy applies to all phases of employment and economic opportunity including, but not limited to recruitment, hiring, placement, upgrading, promotion, demotion or transfer, layoff, recall or termination, compensation and training.

Reasonable accommodations will be considered under the Americans with Disabilities Act as it may be amended from time to time.