

FINANCE ASSISTANT

Department: Accounting Approved By: _____

Date Written: 10/25/23 Date Revised: _____

Supervisor: Director of Finance

Overview:

Who We Are

Founded in 1960, Aspire is one of 20 community support providers that contract with the state of South Dakota to support adults with intellectual and developmental disabilities in their homes, work, and recreational day. The majority of Aspire participants utilize Medicaid to fund their services. At our core, Aspire is a people-first organization - real people, passionate about living fulfilling lives. Our core values extend not only to our participants but also to our employee team members. We strive to foster an environment that is centered around respect, trust, support, integrity, professionalism, fun, innovation, and providing a work-life integration where our people can be their full authentic selves! As a result, we are proud to have earned a national accreditation from the Council on Quality and Leadership. We pride ourselves in our company's culture, relationships, benefits, and work/life balance.

Why You'll Love Working Here

- **The Culture** – At Aspire, you'll feel respected, trusted, and cared for. Our organization truly values your personal growth and well-being, while empowering you to not only do your job well but to also live a meaningful life outside of work. We're all here to help each other be the best version of ourselves!
- **The Benefits** – Focused on helping you stay well in all aspects of your life, some of the benefits you'll enjoy include a generous PTO policy, a Lifestyle Spending account contribution, longevity and holiday bonuses, access to free counseling services, discounts to local businesses and services, free coffee, gift card giveaways, and so much more!
- **The Flexibility** – We strive to help all employees find an integration between their work and personal life. Our leaders are there to help you determine how to leverage flexibility to meet your personal needs.
- **The Fun** – We want all our employees to have fun while they work and have time to connect with coworkers. Some examples of social activities include seasonal potlucks, and food deliveries, summer fun days, holiday/dress-themed days, activities with our participants, and more!

- **The Growth** – When you start, you will be paired up with our Director of Human Resources AND our Director of Finance to help you acclimate to your new role as well as coach you in your career development. Any questions, big or small, you'll have someone there to help you as you learn. Our goal is to help you be successful in your new role!

Responsibilities:

Day in the Life

A day in the life of a Finance Assistant at Aspire might include the following:

- Assist the Director of Finance with duties as assigned including but not limited to Payroll and associated reporting, employee benefit management, month-end closing, audit preparation, and balance sheet reconciliations.
- Learn the overall functions of the Business Office including Accounts Receivable, Accounts Payable, Medicaid billing, and SD Housing certification in order to serve as backup and assist as needed.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.

Qualifications:

- You possess an understanding of accounting principles and have general knowledge of accounting functions including payroll, AR, AP, journal entries, and reconciliations. You do not have to be an expert but you do need to have a desire for continuous improvement and growth.
- You have a positive and collaborative attitude.
- You like the challenge of learning new things, as well as finding solutions for barriers.
- You have a lean mindset seeking ways to improve efficiency in office practices and desire to share them.
- You are a self-starter but not afraid to ask for help when you need it.
- You know how to organize, prioritize, and understand the urgency of deadlines however a change in course does not throw you off it.
- You have knowledge of and efficiency using computers and various software programs *or* an aptitude for learning them.
- You hold yourself to the highest professional standards of integrity and maintain strict client confidentiality.
- In addition to all of this, you have an Associate's Degree or higher in Finance, Accounting, and/or 3+ years' recent experience working as part of an accounting team.

Aspire offers a competitive salary and a comprehensive benefits package.

Aspire is proud to be an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other status protected under local, state or federal laws.