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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position Name**  | Financial Support Assistant (Remote) | **Company** |  |
| **Job Purpose**  | The Financial Support Assistant is responsible for maintaining accurate financial records, ensuring seamless data entry, and supporting financial reporting processes. This role plays a crucial part in keeping financial data organized and up to date, allowing the company to make informed business decisions. Additionally, the role includes office management and administrative tasks to support overall business operations. |

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| **REQUIRED QUALIFICATIONS** |
| **Education** |
| * Bachelor’s degree in finance or accounting (required)
* Postgraduate degree in Finance (preferred)
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| **Training or Expertise** |
| * **Bilingual Proficiency**: Fluent in both written and spoken English and Spanish.
* **Technical Skills**: Advanced proficiency in Excel and the Microsoft Office Suite.
* **QuickBooks Proficiency:** Expert-level knowledge and experience with QuickBooks (must).
* **U.S. Market Experience:** Proven experience working on projects for U.S.-based companies (must).
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| **Experience**  | 2 or more years of proven experience working on projects for U.S.-based companies (must). |

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| **JOB FUNCTIONS** |
| **Financial Support Tasks*** Weekly QuickBooks Reconciliation (5 hours per week): Ensure financial records are accurate and up to date.
* Weekly Job Costing / Scoreboard Entry (15 hours per week): Track and enter costs for various jobs, ensuring precise financial reporting.
* Weekly Ninety Data Entry (8 hours per week): Maintain and update relevant data in the Ninety system to support business operations.
* Monthly Referral Compensation (0.5 hours per week): Calculate and process referral compensation payments.
* Monthly Marketing Scoreboard Data Entry (5 hours per week): Update and maintain marketing-related financial metrics.

**Office Management & Administrative Tasks*** Document Management: Organize and maintain digital financial records, contracts, and reports.
* Invoice Processing & Vendor Coordination: Review and process invoices, ensure timely payments, and communicate with vendors as needed.
* Payroll Assistance: Support the payroll process by ensuring accurate employee payment records and addressing discrepancies.
* Meeting Coordination: Schedule and organize financial meetings, prepare agendas, and take meeting notes.
* Correspondence Management: Handle email communication related to financial and administrative matters, responding promptly and professionally.
* Administrative Support: Assist in general administrative duties, such as data entry, report generation, and maintaining business records.
* Office Organization: Ensure operational efficiency by maintaining digital files, organizing schedules, and handling ad-hoc administrative requests.
* Compliance & Reporting: Assist in preparing compliance reports and ensuring all financial activities align with company policies and regulations.
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| **REQUIRED SKILLS** |
| * At least 2 years of experience in a similar financial support role for USA-based companies.
* Proficiency in QuickBooks and strong familiarity with job costing processes.
* Experience with Ninety.io or willingness to learn the platform quickly.
* Excellent English skills (both written and spoken).
* Strong attention to detail and accuracy in financial data entry.
* Self-motivated and able to work independently while meeting deadlines.
* Reliable internet connection and ability to provide a personal computer for work.
* Knowledge of GAAP regulations (Generally Accepted Accounting Principles).
* Strong organizational and administrative skills, with the ability to multitask and prioritize.
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| **WAGE COMPENSATION** |
| **Compensation**: $1,300 USD Monthly **Internet and computer costs to be covered by the candidate**. |