Job title	Finance Assistant
Job Classification	AS-02
Reports to	Finance Manager

Job Purpose

The Finance Assistant keeps CBT's financial records accurate, complete and audit-ready so that programs can be delivered with confidence. Working closely with the Finance Manager across all CBT programs, the position handles day-to-day bookkeeping and month-end processes, supports staff in following financial procedures, and administers CBT's CommunitySuite accounting software and donor portal. The position also supports audit preparation and the year-end fundraising campaign.

Duties and Responsibilities

Finance – 90%

Transactions, Payables and Receivables

- Processes bank deposits, prepares and records transactions, and coordinates outgoing payments in accordance with CBT's financial procedures.
- Records accounts payable and accounts receivable transactions and follows up with vendors, customers, grantees, and staff.
- Processes travel claim reimbursements for CBT staff and volunteers, including submission and tracking.
- Responds to staff and external inquiries about the status of payments and financial processes.

Reconciliation and Month-End

- Assists the Finance Manager with bank reconciliations.
- Reconciles corporate credit card payments, ensuring timely receipts and correct recording of expenses.
- Completes month-end bookkeeping tasks assigned by the Finance Manager.

Audit and Records

- Maintains electronic and paper financial records to meet internal and external audit requirements.

- Assists with interim and annual audit procedures.
- Creates and maintains documentation of financial processes and standard operating procedures.
- Protects the confidentiality of sensitive financial and donor information and follows CBT's internal controls.

CommunitySuite and Donor Portal

- Administers CommunitySuite user access and the donor portal, and assists staff in accessing data and reports.
- Maintains CommunitySuite software, reviews release notes, and stays current on new functionality.

Year-End and Event Campaigns

- Administers CBT's recurring year-end fundraising campaign in CommunitySuite and coordinates with participating local organizations.
- Supports other CBT staff in administering event campaigns in CommunitySuite as needed.

Other

- Performs other bookkeeping tasks assigned by the Finance Manager that are consistent with the scope of the position.

Teamwork – 10%

- Participates in team meetings and planning processes.
- Collaborates with colleagues across CBT programs and supports staff with financial questions and procedures.

Working Conditions

- 6-hour workday / 30-hour work week.
- Flexibility to work occasional evenings and weekends may be required, for example for events and campaigns.
- Valid Class 5 driver's license and access to a vehicle required for occasional travel to meetings, events, and presentations across the Biosphere region.

Physical and Mental Requirements

The role involves extended periods of computer-based work, with the ability to change position and take appropriate breaks.

Direct Reports

See organizational chart.

Qualifications (subject to change based on staff complement and/or operational requirements)

Education	Preferred: Coursework or training in accounting, bookkeeping, financial analysis, software implementation, and fund accounting.
Professional Certifications	None required.
Experience	Familiarity with bookkeeping, financial processes, and record keeping. Experience providing administrative support. Experience with Microsoft 365 and proficiency with MS Excel and with CommunitySuite or other fund accounting software is an asset.
Knowledge	Knowledge of relevant accounting principles and standards.
Skills / Abilities	Strong task management, prioritization, and organizational skills. Ability to meet recurring deadlines and follow established financial procedures and internal controls. Eagerness to learn and work with evolving technology. High degree of accuracy and attention to detail. Strong listening and communication skills. Ability to work through conflict and diversity of thought. Ability to work independently. Ability to work as a member of a team.
Personal Suitability	Organization, Flexibility, Empathy, Resilience, Integrity, Compassion, Good Judgement, Creativity, Teamwork, Open-mindedness
Values	Communication, Learning, Being Cutting-Edge, Perseverance to Deliver, Respect, Joy

Date Last Reviewed	

	Name	**Signature**	**Date**

Approved By			
Employee			