



Job Description

Position: Finance & Office Administrator
Reports to: Director of Finance & Administration / Treasurer
Status: Full Time, Non-Exempt

POSITION SUMMARY

The Finance & Office Administrator provides essential support to the Director of Finance & Administration by managing office activities, coordinating financial-related tasks, and handling administrative duties that enable leadership to focus on strategic, big-picture priorities. This role requires a solid understanding of accounting principles to assist with reconciliations, monitor compliance, liaise with vendors, and support financial processes. The position ensures efficient workflow, timely reporting, and effective document management, contributing to the overall success of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must perform the following satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

FINANCE & ACCOUNTING SUPPORT

- Handle sales invoices, receipts, income, and payments.
- Prepare financial statements to reflect income and expense, and reconcile financial discrepancies.
- Reconcile bank statements and resolve discrepancies by collecting and analyzing account information.
- Process invoices, purchase orders, and tax statements accurately and timely.
- Assist in preparing and processing payroll.
- Support financial transactions and collections, including billing and charges.
- Generate reports, statements, and forms for financial reporting and analysis.
- Calculate and enter expenditures.
- Maintain accounting journals, ledgers, and other financial records.
- Assist in the preparation of budgets, financial statements, and reports.
- Support compliance with financial policies and assist during audits by providing documentation.

FINANCIAL SYSTEM COORDINATION AND ANALYSIS

- Monitor expenditures and report variances to management.
- Organize financial documents for easy access and retrieval during audits.
- Process accounts payable and receivable to ensure timely and accurate transactions.
- Maintain financial books and files.
- Review reports and postings for accuracy.
- Reconcile and report discrepancies in financial records.
- Ensure compliance with internal controls and organizational policies.
- Participate in insurance audits.

OFFICE ADMINISTRATION

- Direct office activities and functions to maintain efficiency and compliance with company policies.
- Assists with maintaining inventory of office supplies and records.
- Coordinate vendor relations and create vendor lists.
- Maintain emergency repair vendor contacts.
- Create and maintain IT knowledge repository.
- Performs other related duties as assigned.

Documentation and Records Management

- Maintain sensitive records and documentation, including personnel files.
- Track and manage insurance policies, mortgages, financial compliance, and compliance deadlines.
- Perform administrative tasks such as filing, photocopying, and taking meeting minutes.

Other Responsibilities

- Monitor client accounts and verify transactions.
- Assist clerical staff with advanced tasks as required.

Competencies

- **Analytical Skills:** Synthesizes complex information; designs workflows and procedures. Collects and researches data; identifies patterns and solutions.
- **Communication:** Speaks clearly, writes effectively, and presents numerical data accurately.
- **Organizational Support:** Completes tasks on time and supports organizational goals.
- **Problem-Solving:** Identifies and resolves issues efficiently.
- **Teamwork and Cooperation:** Works effectively with others to achieve goals.
- **Job Knowledge:** Stays current in the field and uses resources effectively.

- **Cost Consciousness:** Works within budgets and implements cost-saving measures.

QUALIFICATIONS

Education and Experience:

- Associate or Bachelor degree in Business, or a related field; or equivalent combination of education and experience.
- 1-2 years of experience in a finance, accounting, or administrative role preferred.

Technical Skills:

- Proficiency in accounting software and Microsoft Office Suite, particularly Excel.

Language and Mathematical Ability:

- Strong ability to read, analyze, and interpret financial and legal documents.
- Strong analytical and organizational abilities.
- Ability to compute and analyze financial data, including discounts, interest, and commissions.
- Ability to interpret financial data and perform calculations accurately.

Work Environment and Physical Demands

- Moderate noise level and occasional lifting of up to 10 pounds.
- Regular use of hands for office tasks and frequent standing, walking, or sitting.

COMPENSATION

- \$22/hour – \$25/hour
- Monthly health insurance benefit
- Simple IRA match, up to 3% of wages
- Generous sick, vacation, and holiday pay

Merced Housing Texas is an equal-opportunity employer and is committed to a culture that prioritizes and values diversity, equity, and inclusion for both staff and those we serve.