

SOUTHERN ARIZONA AIDS FOUNDATION

FINANCE AND OPERATIONS ASSISTANT JOB DESCRIPTION

Scope of Work: The Finance and Operations Assistant is part of the Finance and Operations team and is responsible for administrative duties, project monitoring, process improvement, tracking and reporting, file maintenance and archival, and serving as backup for team members. The Finance and Operations Assistant position is a full-time, 40 hours per week non-exempt position, which may include some weekends.

Functional Responsibilities:

- Assists in streamlining and documenting processes to create efficiencies for teams.
- Coordinates with Director of Finance and Operations for project oversight and monitoring, tracking, and reporting.
- Assists with monitoring, managing, and meeting team and agency deadlines.
- Tracks pending requests and follows up to secure items from team and agency staff.
- Updating process and policies in partnership with team managers and above.
- Helps monitor processes and performs internal audits and reviews for improvement.
- Provides lunch breaks and serves as backup for the Receptionist.
- Serves as backup to Accounting Associate for gift card processing.
- Compiles required monthly grant billing backup.
- Distribute agency checks, letters, and documents.
- Prepares various worksheets/schedules as needed.
- Prepares check requests and reimbursements.
- Runs errands (bank runs, deliver or pick up checks, interoffice deliveries, etc).
- Performs administrative duties (calendar, ordering supplies, registration, travel).
- Creates and updates training documents and materials.
- Completes special projects as needed.
- Participate in researching, testing, and implementing new software, programs, and systems.
- Responsible for filing and maintenance of all financial records.
- Updates forms and documents for agency use.
- Responsible for teams' annual archival process.
- Assists with financial aspects of fundraising events.
- Performs other duties as assigned.
- Reports to the Director of Finance and Operations.

Minimum Qualifications:

- Two years of experience performing administrative functions.
- Proven success with process improvement and documentation.
- Effectively able to “manage up” and approach leaders in the agency for needs.
- Ability to organize and prioritize work, perform multiple tasks, meet deadlines, identify and resolve problems and coordinate work efforts with other staff members.
- Self-starter with strong attention to detail who can work autonomously.
- Ability to operate standard office equipment (computers, photocopiers, printers).

- Understand and honor concept of confidentiality.
- Good interpersonal skills; sensitivity to cultural and personal diversity.
- Strong skills in Microsoft Word, Excel, and other software platforms.
- Have access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.

Preferred Qualifications:

- Bilingual (Spanish/English)
- Knowledge and experience of general accounting concepts.
- Effective oral and written communication skills.
- Experience performing audits and improving systems, controls, processes.
- Project Management experience.

Compensation: Pay Grade 103, Starting range \$16.45 - \$20.16, DOE; benefits include health, dental, and life insurance; 401(k) with matching, long- and short-term disability insurance. 13 paid holidays per year, 4 weeks of PTO per year to start in addition to 40 hours of sick leave. Access to SAAF Health Clinic for primary care needs.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, visit www.saaf.org or e-mail to hr@saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who have used drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.