



Job title	Assistant Financial Officer
Reports to	Senior Financial Officer
Salary	\$50,000-\$60,000
Status	Full time

SAAF Mission

The San Antonio AIDS Foundation seeks to reduce HIV transmission, provide support and treatment for those living with HIV, reduce stigma and support positive sexual health. SAAF provides sexual health education, STI and HIV testing and counseling, medical care, case management, housing and meal support, mental health services and referrals for dental health.

Position

The Assistant Financial Officer will ensure accurate and timely reporting of agency finances. This position will help record and process financial transactions, manage grants, and perform clerical accounting and human resource duties.

This position demands a high level of cultural competency of the unique needs of the gender and sexually diverse community, communities of color, and other marginalized populations.

Duties and responsibilities

- Assist in financial management of grants
- Enter vendor invoices and other payables
- Prepare checks for signature and mailing
- Process credit card transactions in QuickBooks and reconciling credit card accounts
- Enter donations, cash receipts, ACH online donations and payment plus other account receivables payments
- Post bank deposits in QuickBooks
- Assist with reporting to support month-end close entries and reporting
- Run accounting software program-QuickBooks
- Maintain financial records and files
- Process payroll on a bi-weekly basis
- Process paperwork for New Hire through 3rd Party HR company
- Run accounting software program-QuickBooks
- Serve as backup for the Senior Financial Officer
- All other duties as assigned

Qualifications

Qualifications include:

- Bachelor's degree in Finance or related field
 - **OR** Associates degree in Accounting **AND** 2 years of accounting experience, non-profit preferred
- Proficient working with QuickBooks
- Excellent attention to details and accuracy required
- Able to prioritize and perform multiple task simultaneously
- Excellent clerical, administrative, organizational, problem solving, communications and interpersonal skills
- Demonstrated ability to work successfully in a team environment

4. Working conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position may also require working with challenging clients and defusing client affairs as needed.

Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee must occasionally lift or move up to 25 pounds.

As SAAF works daily with clients who may be immunocompromised, evidence of COVID-19 vaccination is required.