

Position: **Finance Assistant & Bookkeeper**

PT/12-16 hrs./week - \$18-\$20/hour



Summary: The Finance Assistant & Bookkeeper supports the administrative and daily finance needs of the Peninsula SPCA.

The ideal candidate will be proficient in QuickBooks and have a strong understanding of bookkeeping and general accounting principles. Responsibilities include maintaining accurate financial records, recording and categorizing transactions, processing accounts payable and receivable, reconciling accounts, preparing financial reports, making bank deposits, data entry, light HR, and clerical tasks. The ideal candidate will have an accounting/admin background and experience with nonprofit accounting is preferred.

Duties:

Finance responsibilities include:

- Complete daily deposit sheets and make bank deposits
- Prepare monthly financial reports and supporting documentation for review by the Executive Director
- Update records in finance and inventory databases as needed
- Process incoming invoices and distribute to appropriate staff for approval
- Create and process invoices for all departments as needed
- Maintain accurate and up-to-date financial records in QuickBooks, including entering and categorizing income, expenses, deposits, and other transactions
- Manage routine accounts payable and accounts receivable functions, including vendor bills, payments, customer invoices, and outstanding balances
- Reconcile bank, credit card, and other financial accounts on a regular basis and research and resolve discrepancies
- Maintain the chart of accounts and ensure transactions are coded consistently and accurately to the appropriate accounts, programs, departments, or funding sources
- Assist with month-end and year-end bookkeeping activities, including reviewing account balances and preparing supporting schedules and documentation
- Generate standard QuickBooks financial reports, including Profit & Loss, Balance Sheet, and transaction/detail reports, as requested
- Maintain organized documentation and audit trails for financial transactions and ensure supporting records are complete and readily accessible
- Maintain monthly financial reports for analysis (budget actuals/projections)
- Maintain filing systems, both electronic and physical
- Assist with annual budget preparation
- Assist with the annual audit
- Assist with annual financial, workers' comp, and retirement audits
- Provide general accounting support

HR responsibilities include:

- Assists with HR database updates (e.g. new hires, separations, vacation and sick leaves, benefits)
- Assists with materials for employee onboarding
- Assists with orientation for new employees by sharing onboarding packages and explaining company policies
- Maintains employee records (soft and hard copies)
- Processes employees' requests and provides relevant information
- Assists in payroll administration as backup
- Manages employee recognition programs

Office responsibilities include:

- General administrative duties including, but not limited to, copying, filing, scanning
- Monitor and manage postage machine and contract; process outgoing mail
- Monitor and manage photocopiers, toner needs, maintenance, and contracts
- Maintain inventory of office supplies and place orders
- Assist with development data entry when needed
- Support PSPCA's special events as needed

Minimum Qualifications:

- Bachelor's degree or any equivalent combination of education and experience
- Passion for animal welfare and non-profit work required.
- Work experience as a Finance and/or Administrative Assistant
- Non-profit and/or development experience a plus
- Strong working knowledge of bookkeeping and general accounting procedures, including accounts payable, accounts receivable, account reconciliation, and financial reporting
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Demonstrated proficiency in QuickBooks, including transaction entry and coding, account reconciliation, vendor/customer activity, and generation of standard financial reports; experience with data-entry systems such as Shopify and donor databases a plus
- Organizational and time management skills
- Attention to detail, with an ability to spot numerical

Competencies:

- Computer skills: must be able to proficiently use Microsoft Office (Word, Excel, Powerpoint) build complex spreadsheets and communicate efficiently via email.
- Accounting software: Must be proficient in QuickBooks and able to maintain accurate records, reconcile accounts, identify discrepancies, and produce reliable financial reports.

- Databases: Competency in, or ability to learn, CRM/donor databases & other cloud-based software (EveryAction, Wufoo, PetPoint)
- Communication: skills that allow him/her to professionally represent the PSPCA to a variety of businesses, donors and community partners. Must be able to effectively communicate what he/she needs to accomplish a goal.
- Self-discipline: must be able to adhere to a timeframe set forth by business plans. Must be able to focus, strategize and prioritize activities to accomplish goals on time.
- Responsibility: must be able to take ownership of activities and drive them forward despite challenges that may arise. Must be dependable and conscientious of due dates and commitments made to others.
- Values: must be able to execute the vision and mission of the PSPCA. Must exhibit these values to all customers, community partners and employees with each interaction.

Physical Demands:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand				X	
Walk				X	
Lift <10 lbs				X	
Lift 10-25 lbs				X	
Lift 26-50 lbs		X			
Lift 51-75 lbs		X			
Lift 76-100 lbs		X			
Twist				X	
Reach				X	
Push and Pull				X	
Climb			X		
Sit				X	
Vision					X
Hearing					X

Working

Conditions: The Finance and Administrative Assistant is provided space at the PSPCA's headquarters from which to conduct routine business and carry out the majority of his/her duties. May also include:

1. Some exposure to unpleasant odors and noises
2. Possible exposure to bites, scratches and animal waste
3. Possible exposure to contagious diseases
4. Possible exposure to caustic chemicals such as bleach, disinfectants

Reporting Responsibilities:

- Reports to the Executive Director

Benefits:

- Part-time Hourly, non-exempt, position
- AFLAC supplemental insurance options

About the Peninsula SPCA:

This facility is a managed admission, “no-kill” animal shelter serving the lower Virginia Peninsula. Established in 1938, today the Peninsula SPCA offers adoption and sheltering services; an affordable, preventative care veterinary clinic that provides vaccinations, health-maintenance care and spay/neuter surgeries for the public; and humane education programs that educate and advocate for the humane treatment of animals.

Peninsula SPCA is a private, non-profit organization that relies solely on community support in addition to adoption and service fees. PSPCA finds homes for more than 1,000 pets annually.

About Newport News, Virginia:

Newport News, Virginia is part of the Virginia Peninsula, a jut of land that extends from the mouth of the Chesapeake Bay upwards towards Richmond, Virginia, and is sandwiched between the James River and the York River. The lower Virginia Peninsula is comprised of 4 municipalities, Newport News, Hampton, York County, and Poquoson, and is conveniently located between Williamsburg and Virginia Beach. Part of the larger Hampton Roads community, Newport News is centrally located in an area known for its rich history, amazing waterways and beaches, and great outdoors. Virginia Beach and the Outer Banks of North Carolina are a short drive away and the area is steeped in Colonial America history only minutes away.

To Apply:

Submit your resume via email or mail to:

Email: Megan Steele, Executive director – megan@peninsulaspca.org Please include **Finance & Admin Assistant** in the subject line.

Mail: Peninsula SPCA, Attention: Megan Steele, 523 J. Clyde Morris Boulevard, Newport News, VA 23601

The Peninsula SPCA is a drug-free workplace, and candidates are advised that the organization does perform pre-employment drug screenings, and random drug screenings of employees.

The Peninsula SPCA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, sexual orientation, gender identity, protected veteran, disabled status, or any other protected characteristic as outlined by federal and state laws.

MST/9-29-2026