

Finance Assistant

We are looking to hire a Part Time, Finance Assistant to join our team.

Meals on Wheels, Etc. is a 501c-3, serving seniors in Seminole County, FL. We provide Home Delivered Meals, Neighborhood Dining, Transportation, Homemaking, EHEAP, Weatherization, and Chore programs. We operate our own scratch kitchen and prepare meals for our clients. We also operate Top Hat Catering as a social enterprise to help fund our charitable programs.

Responsibilities for Finance Assistant

- Work closely with Finance Manager.
- Monitor and complete monthly financial reporting for grant reimbursement.
- Participate in strategic data analysis, research, and modeling.
- Support project analysis, validation of plans, and ad-hoc requests.
- Support budget process.

Qualifications for Finance Assistant

- Bachelor's degree in Finance or Accounting is a plus.
- Office experience is a plus.
- Ability to synthesize large quantities of complex data into actionable information.
- Ability to work and effectively communicate with staff and board members.
- Excellent business judgment, analytical, and decision-making skills
- Strong demonstrated use of Microsoft Excel and Word.

Hourly Wage

Part Time (25 hours per week, Monday-Friday).

Access to FSA \$500 match and Paid Time Off (PTO) after 90 days employment.

The starting pay rate is based upon experience starting at \$16.00 per hour.