Finance Technician

Position Overview
The TVCDC Finance Technician will assist in the ensuring organization success in the finance department, to include: assisting with accounts payable, accounts receivable, payroll processing, processing check and reimbursement requests, reconciliation, and assisting in completing monthly, quarterly, and annual reports and finance documents.

Reports to
TVCDC Chief Financial Officer

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Finance Technician.

Compensation & Benefits
Compensation: $16.40-$21.00 per hour depending on experience
Position Type: Full-time (40-hours per week), hourly, nonexempt

Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- Simple IRA with up to a 3% match from TVCDC;
- Paid Time Off up to 160 hours per year;
- 14 annual paid holidays;
- Up to $1,500 annual financial support for continuing education/development;
- Up to 200 hours annually in flexible schedule for education/development;
- Up to 6-weeks paid Parental Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Prioritized access to onsite Lakota Language Immersion Child Care;
- Paid Administrative leave during office closures for inclement weather.

Essential Duties & Responsibilities
- Processing and accurately entering check and reimbursement requests.
- Tracking, entering, and paying individual and reoccurring bills.
- Processing and accurately entering donations and grant money.
- Assisting processing bi-weekly payroll, to include employee bonuses, deductions, taxes, and retirement contributions.
- Assist in processing TVCDC employer contributions to employee retirement plans.
- Assist in completing monthly bank, credit card, and grant reconciliations.
- Assist in completing monthly finance reports and presentations.
- Assist in completing and submitting quarterly and annual state and federal reports and documents.
● Assist in completing employee W2s and other tax documents.
● Provide new employee training in financial systems to ensure familiarity with processes and procedures related to purchases, reimbursements, credit card use, etc…
● Create and oversee organized, up-to-date filing system for all finance documents to include bills/invoices, employee pay stubs, contracts, grant reports, state and federal reports, tax documents, etc…
● Assist in answering phones, greeting and assisting TVCDC guests/visitors, and completing other administrative work as needed.

Qualifications, Knowledge, Skills
● 1-2 years prior experience in finance work (AR/AP, payroll, budgeting, etc…).
● 2+ years administrative experience (answering phones, filing, data entry, etc…).
● Excellent verbal and written communication skills.
● Excellent computer proficiency to include: MS Office Programs, Quickbooks, email and Internet navigation.
● Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
● Organized and detail oriented.
● Desire to learn and develop additional finance related skills.
● Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
● Ability to safely and successfully perform the essential job functions
● ADA Specifications
  May be required to use the computer screen for extensive periods of time. Occasional lifting of 15 to 20 lbs.

Mission Driven
Employee has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.