

## **Job Title: Financial Administrative Assistant**

**Classification:** Part-Time (20–30 hours/week)

**FLSA Status:** Non-Exempt

**Location:** Remote within Colorado

**Reports To:** Financial Controller

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### **Position Summary:**

The Financial Administrative Assistant supports the financial operations of Colorado Homeschool Enrichment (CHE) by managing transaction workflows, providing help desk support, and ensuring accuracy in financial documentation. This role monitors spending activity in Bill Spend, follows up on missing or incorrect information, and supports the finance team through detailed, consistent execution. The ideal candidate is detail-oriented, organized, and customer-focused, with a desire to grow in a mission-driven environment.

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### **Key Responsibilities:**

#### **Transaction Oversight & Compliance**

- Monitor and review all company credit card transactions in Bill Spend
- Ensure receipts are submitted, categorized, and attached correctly
- Verify that expenses are accurately coded to internal budget categories and department designations
- Follow up with staff on missing receipts or unclear expense entries
- Flag inconsistencies or issues to the Financial Controller

#### **Help Desk Support & Issue Resolution**

- Respond to help desk tickets related to finance systems and credit card spending
- Assist team members with transaction corrections, documentation uploads, and platform navigation
- Escalate unresolved or complex issues to the Financial Controller

#### **System Maintenance & Recordkeeping**

- Maintain accurate, up-to-date records of transactions and supporting documentation
- Support routine reconciliations and audit preparation
- Perform additional administrative finance tasks as assigned (e.g., data entry, organization, documentation tracking)



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### Minimum Qualifications:

- 1–2 years of experience in administrative or financial support
- High attention to detail and consistency in task execution
- Strong written and verbal communication skills
- Comfort using digital platforms (Google Workspace, Bill, Gusto, spreadsheets)

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### Preferred Qualifications:

- Familiarity with nonprofit finance systems, expense cards, or reconciliation processes
- Experience with Bill Spend, QuickBooks, or related accounting tools
- Ability to manage repetitive tasks and maintain data accuracy

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### Core Competencies:

- Organized and dependable with strong follow-through
- Confidential and professional in handling sensitive information
- Adaptable and responsive to evolving financial workflows
- Team-oriented with a proactive, helpful attitude

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### Work Environment & Expectations:

- Remote position with flexible weekday hours
- Expected availability between 9:00am–5:00pm MT, Monday through Friday
- Occasional increases in workload during audit prep or peak reporting periods
- Quarterly in-person all-staff meetings and supervisor check-ins may be required

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### Compensation & Benefits:

- **Pay Range:** \$20.00 – \$25.00/hour (*based on experience*)
  - Eligible for part-time PTO and professional development opportunities
  - Mileage reimbursement and tech support as applicable
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## **Application Process:**

- **Apply by:** June 1st, 2025
  - Submit resume and brief note of interest to [HR@che.school](mailto:HR@che.school)
  - Applications reviewed on a rolling basis
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## **Equal Opportunity & Accessibility Statement:**

Colorado Homeschool Enrichment (CHE) is committed to equal employment opportunity. We do not discriminate based on race, color, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity, religion, age, disability, veteran status, marital status, or any other status protected by applicable federal, state, or local law.

CHE also provides reasonable accommodations for individuals with disabilities. If you need assistance during the application process, please contact HR at [HR@che.school](mailto:HR@che.school).