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Serving Northern New Mexico Since 1978

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Job Title: Finance Assistant

Reports To: Finance Manager

Hours: 20 hours per week (flexible schedule required; occasional weekends)

Salary: \$19-\$23/hour

Classification: Part-Time, Non- Exempt

Minimum Age Requirement: 18 years or older

Background Requirements: Must pass a criminal background check and pre-employment drug screening

About Community Against Violence (CAV)

Community Against Violence (CAV) works to foster and support a community free from all forms of domestic and sexual violence. CAV provides advocacy, counseling, support groups, children's services, community prevention programs, and outreach. CAV also operates an on-site emergency shelter for adults and their children, as well as short- and long-term transitional housing programs.

Position Summary

The Finance Assistant supports the fiscal and administrative operations of the organization. This role includes data entry, payroll assistance, basic bookkeeping, grant tracking support, receptionist backup, and general office administration such as filing, copying, and maintaining records. The ideal candidate is detail-oriented, reliable, and comfortable working with sensitive information.

PRIMARY RESPONSIBILITIES:

Financial & Administrative Support

- Assist the Finance Department with general bookkeeping tasks, payroll processing, and financial recordkeeping.
- Assist with the preparation of bank deposits and maintain accurate digital financial records.
- Assist with the preparation of monthly, quarterly, and annual financial reports for funders and the Board of Directors.
- Track and maintain documentation for in-kind donations of goods and services.
- Review and reconcile Thrift Store deposits; enter information into accounting software.
- Assist with preparation of required documents for audits.
- Track expenses by grant or funding source as assigned.
- Assist in preparing documentation required for grant reimbursement requests.

Administrative and Organizational Support

- Maintain organized digital and physical filing systems for financial documents.
- Ensure all financial records are retained in accordance with agency policy and grant requirements.
- Support administrative staff with daily tasks, including fundraising events and database entry across multiple systems.
- Attend regular staff meetings and participate in other meetings as assigned.

- Run administrative errands as needed.
- Provide occasional front desk support.

Trauma-Informed Workplace Expectations

- Become knowledgeable about the impacts of trauma, domestic violence (DV), and sexual assault (SA) on survivors and on staff.
- Seek supervision when signs of compassion fatigue arise; engage in reflective supervision.
- Maintain strict confidentiality as required by CAV policies.

Additional Organizational Responsibilities

- Participate in at least three agency events each year.
- Provide basic crisis intervention/response when advocates are not available and covering the front desk.
- Assist with additional duties assigned by the Finance Manager, Finance Director, Executive Director, or their designee.
- Support other office and community services as needed.

Minimum Qualifications

- High School Diploma or GED required; prior experience in bookkeeping, finance, office administration, or related responsibilities preferred.
- Completion of forty (40) hours of provider-specific training at the start of employment on topics essential to serving survivors.
- Ongoing minimum of ten (10) training hours per year related to the target population or job-related topics (may include NMCADV, CSVANW, VOCA, or VAWA trainings).
- Strong communication skills and proficiency in computer applications, including spreadsheets and accounting software.
- Ability to lift up to 25 pounds (files, office supplies).
- Ability to sit for extended periods while performing computer-based tasks.

Preferred Qualifications

- Experience with accounting software (e.g., QuickBooks).
- Experience in a nonprofit environment.

Community Against Violence (CAV) is an Equal Employment Opportunity employer. We are committed to a workplace that is inclusive, respectful, and free from discrimination. All individuals are eligible for employment, advancement, and all terms and conditions of employment without regard to race, color, religion, national origin, ancestry, gender, gender identity or expression, sexual orientation, age, disability, serious medical condition, veteran status, marital status, genetic information, or any other characteristic protected by law. CAV strictly prohibits retaliation against any employee or client who files a grievance, makes a complaint, participates in an investigation, or raises concerns about discrimination or harassment. Reasonable accommodations are available for applicants and employees with disabilities.