

Justine Petersen Housing and Reinvestment Corporation
Finance Associate
Report to Finance Manager



Justine Petersen Housing and Reinvestment Corporation's mission is to connect institutional resources with the needs of low- to moderate-income families so they can build long- term assets. Justine PETERSEN (JP) achieves this goal through its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training. Our people-centered financing breaks barriers and economic divides by building equity, wealth, and financial freedom for diverse families and neighborhoods. JP is a Missouri not-for-profit 501(c)(3) corporation and wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury

Description

We are seeking an experienced Finance Associate to join our dynamic finance team. In this critical role, you will be responsible for managing the company's accounts payable process, ensuring that all invoices are processed accurately and timely. You will be involved in a range of accounting duties that include but are not limited to invoice verification, and reconciliation of accounts. The ideal candidate will be detail-oriented, possess strong organizational skills, and be able to thrive in a fast-paced environment. You will work closely with other departments, ensuring that all financial transactions are captured accurately in our accounting software.

Your role will also involve identifying discrepancies and resolving issues as they arise, ensuring that we uphold our reputation for financial integrity and accountability. Additionally, you will play an essential role in month-end closings with assisting in the preparation of reports and ensuring compliance with internal controls of expenses. If you are passionate about numbers and excited about contributing to the financial health of our organization, we invite you to apply.

Job Duties:

- Monitor recurring Credit/Debit card payments
- Process Credit/Debit card payments as requested
- Enter loan payment into loan servicing software and financial management software
- Provide back-up for ACH payment processing
- Update SBA balances in Microloan Program electronic Reporting System (MPERS) government website
- Reconcile GL accounts monthly
- Process vendor invoices and expense reports in a timely manner
- Reconcile vendor statements and resolve discrepancies
- Maintain accurate accounts payable records and documentation
- Assist in month-end closing processes and reporting
- Prepare payment runs and track payments made
- Monitor and manage relationships with vendors and suppliers
- Ensure compliance with company policies and accounting standards

Finance Associate Requirements

- Associates / Bachelor's degree in Accounting, Finance, or related field
- 2+ years of experience in Bookkeeping or Accounting or similar role
- Proficiency in accounting software and Microsoft Office
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to prioritize tasks and manage time effectively
- Familiarity with basic financial principles and practices

Benefits

- Competitive salary with opportunities for performance-based bonuses
- Comprehensive health, dental, and vision insurance for you and your family
- Paid time off policy including holidays, sick days, and vacation time
- Retirement savings plan with employer matching contributions

This job might be for you if:

You pay attention to details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch.

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You're a self-starter. You are self-confident. Armed with knowledge of your job and organization you are always looking to make things better for your clients and team.

You are a problem solver. You might not know the answer yourself, but you're going to figure it out.

You communicate clearly. You can explain just about anything to anyone, and you're comfortable communicating via email and on the phone.

You can work in an open and lively office.

How to apply:

Email your resume and cover letter to Gerlinda Ralliegh (gralliegh@justinepetersen.org). In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position?

Full-time position

Job location: St. Louis Office

Salary Range: \$48k-52K based on experience

Please visit our website at www.justinepetersen.org. EOE