



370 E Market Street, Akron, OH 44304
330-535-3263

3631 Perkins Ave, Ste. 2A-W, Cleveland, OH 44114
216-881-0330

Position Available: **Finance Assistant**
Salary: **Based on experience**
Location: **Akron**
Pay Rate: **Based on experience (1.0 FTE, Non-Exempt)**

Asian Services In Action (ASIA) was founded in 1995 with a mission to empower and to advocate for Asian Americans and Pacific Islanders (AAPI); and to provide AAPIs with access to quality, culturally and linguistically appropriate information and services. Annually ASIA serves over 10,000 low-income, underserved individuals, families and communities through over 30 Asian and non-Asian languages.

ASIA is seeking a Finance Assistant who will provide essential support to the Finance department by maintaining accurate financial records, processing transactions, and assisting with reporting. This role ensures compliance with company policies and contributes to the smooth operation of daily accounting functions, fiscal management and program services assistance. The position primarily reports to the CFO, Controller, and/or Staff Accountant and may work closely with ASIA's Management Team.

Duties and Responsibilities

- Process accounts payable and receivable transactions.
- Record vouchers, checks, and cash receipts accurately.
- Maintain and update general ledger entries.
- Make bank deposits
- Reconcile bank statements and resolve discrepancies.
- Prepare and assist with financial reports, including income statements and balance sheets.
- Support tax filings and compliance activities.
- Maintain organized financial filing systems.
- Assist with payroll and employee expense reimbursements.
- Communicate with vendors and internal departments regarding billing and payment issues.
- Work with the Management Team to improve and strengthen the financials. This includes:
 - Creating forms and processes to improve timely fiscal and program reporting
 - Assist with grant program reports when needed
 - Help to develop good tracking system so program staff are aware of program related expenses as it relates to the goals and objectives of the grant



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Qualifications

- High school diploma required; Associate degree in Accounting or Finance preferred.
- 1–3 years of experience in accounting or bookkeeping.
- Proficiency in accounting software (Fastfund) and MS Office Suite.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality and adhere to ethical standards.
- Excellent organizational and communication skills.
- Integrity and adherence to company values.
- Analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Strong time management and multitasking abilities
- Assist with preparation of monthly and year-end financial statements and annual budget
- Assist to manage chart of accounts and help with monthly and end of year grant fiscal reconciliation
- Must be an excellent team player but also be able to work independently.
- Willing to travel between Akron and Cleveland offices as needed.
- Must pass criminal background check and have a valid driver's license
- Must be authorized to work in the U.S.

Benefits:

ASIA offers a competitive benefits package that includes: paid time off; health insurance, dental, vision, term life, and long-term insurance; retirement contribution match after completion of one year of serve; professional development opportunities

Contact:

Please send a cover letter and resume to HRManager@asiaohio.org. No phone calls, please.

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.