

Financial Specialist - Bookkeeping (fractional/part-time)

ABOUT CREDC

As Washington State's recognized Associate Development Organization for Clark County, CREDC unites 150 private and public sector partners dedicated to advancing regional economic vitality through business growth and innovation.

The CREDC team is a dynamic group of collaborative economic development practitioners working together to accomplish a common vision:

*Our vision is for Clark County to be recognized as one of the **most inclusive, healthy and amenity-rich communities in the country**. As a result, and with a continued **focus on growing a diverse base of community-minded employers**, talent (both inside and outside the region) sees greater opportunity here than anywhere else in the country.*

POSITION DESCRIPTION & PRIMARY DUTIES

CREDC is seeking a dynamic, detail-oriented teammate for the position of Finance Specialist. This role is pivotal to assuring CREDC compliance with our active contracts, fostering timely receivables and payables, administering employee benefits, and reinforcing board, executive, and finance committee activities. All team members cultivate positive relationships with external stakeholders and advance CREDC's mission to promote economic development. The successful candidate will also play a key role in implementing and managing strategic contracts that support our industry-driven initiatives.

As part of your work, we will expect you to use and drive optimal performance through our web-enabled CRM. We love it and hope you will too!

Standout candidates for this position will exhibit strong initiative, find enjoyment in a collaborative team culture, and have some experience with project and campaign management.

Activities in your portfolio will include:

Financial Management:

- Implement and periodically draft financial procedures and policies to ensure accurate and efficient fiscal operations.
- Manage day-to-day financial activities, including accounts payable, accounts receivable, payroll processing, and expense reimbursements.
- Prepare financial reports, budgets, forecasts, and variance analyses to support decision-making processes.
- Preparing the annual tax organizer for CREDC and our adjacent nonprofit, Opportunity Clark County.

Human Resources:

- Oversee the administration of employee benefits, including health insurance, retirement plans, and other fringe benefits.

Compliance and Risk Management:

- Ensure compliance with relevant financial regulations, laws, and standards.
- Conduct internal audits and reviews to identify potential risks and implement corrective actions.
- Collaborate with external auditors and regulatory authorities as needed.
- Monitor key performance indicators (KPIs) and financial metrics to assess the organization's financial health and performance.

Stakeholder Communication:

- Prepare and communicate financial information and insights effectively to internal stakeholders, including executives, department heads, and team members.
- Collaborate with cross-functional teams to support business objectives and facilitate financial transparency and accountability.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Experienced 2-3 years in bookkeeping, financial management, accounting, or related roles.
- Strong knowledge of accounting principles, financial regulations, and compliance requirements.
- Advanced proficiency in financial software and tools (e.g., QuickBooks, Excel, CRM systems) and willingness to adopt new technologies.
- Approaches obstacles with curiosity and a focus on innovative solutions.
- Maintain high-level of confidentiality, take initiative, and use good judgment.
- Establish and maintain cooperative and productive working relationships.
- Capacity to review materials for quality assurance.
- Excellent analytical skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and prioritize tasks effectively.
- Ability to think strategically and to receive feedback.

ADDITIONAL REQUIREMENTS

- A valid driver's license
- Properly licensed and insured automobile, available for use during work hours and occasional evenings
- Some flexibility of schedule to include occasional night meetings and periodic domestic/international travel

COMPENSATION

Commensurate with experience. Anticipated part-time starting from \$27-\$33/hour. CREDC offers a competitive employee benefits package that includes medical, dental and vision insurance; employer-matched 401k plan; and a paid time-off package. This is a part-time, non-exempt position with a competitive benefits package. Employment is "at will."

Benefits:

- Part-time work schedule, with core hours and hybrid scheduled team calendar.

APPLICATION DEADLINE

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to info@credc.org. Please include "Financial Specialist" in the subject line.