



Pittsylvania County Community Action, Inc.

POST OFFICE BOX 1119, 348 N MAIN STREET, CHATHAM, VIRGINIA 24531 Fax: (434) 432-3729 P: (434) 432-8250

Victoria Minton, EXECUTIVE DIRECTOR

Finance Clerk – Nonprofit Organization

Position Summary

The Finance Clerk supports the organization's mission by ensuring accurate, timely, and compliant financial recordkeeping. This role handles day-to-day accounting tasks, assists with grant reporting, and provides administrative support to the finance team to maintain transparency and accountability in all financial operations.

Key Responsibilities

- Process accounts payables ensuring proper coding and documentation.
- Maintain accurate financial records in accordance with nonprofit accounting standards.
- Reconcile bank statements, credit card transactions, and petty cash.
- Support grant and donor fund tracking, including preparing financial reports for funders.
- File and organize financial documents for audits and compliance reviews.
- Assist in preparing monthly, quarterly, and annual financial statements.
- Respond to internal and external financial inquiries in a timely manner.

Qualifications

- Associate's degree or coursework in accounting preferred.
- 1–2 years of bookkeeping, accounting, or finance experience (nonprofit experience a plus).

- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Office Suite.
- Strong attention to detail, organizational skills, and confidentiality.
- Ability to work independently and collaboratively in a mission-driven environment.

Work Environment

- Office-based with occasional remote work.
- Reports to the CEO and CFO.