



NORTHERN CALIFORNIA CANCER CENTER

POSITION DESCRIPTION

JOB TITLE	Finance Assistant III (Temp)	ORG. UNIT	Administration - Finance
SUPERVISOR	Finance Manager	STATUS	Temporary (3 months), non-benefited, full time

PURPOSE OF POSITION:

Assist the Finance Systems Analyst in implementation of new Accounting/Finance system.

PRINCIPAL DUTIES:

1. Enter complex budget and financial data from a variety of sources into the appropriate module(s) of the new Accounting/Finance System. Ensures accuracy of data, analyzes and resolves discrepancies, and reports potential "bugs" that may be revealed as data is entered.
2. Assists the Finance Systems Analyst in other duties as required related to the Accounting/Finance System implementation.

QUALIFICATIONS:

- B.S. degree in Business or five years of progressively responsible administrative/accounting experience or an equivalent combination of education and experience.
- Experience with automated accounting systems and proficiency with Excel required.
- Government contract accounting knowledge preferred.
- Excellent verbal and written communication skills
- Demonstrated analytical and problem solving skills.
- Must be a quick learner with superior attention to detail.