



Financial Officer-Job Description

Updated 7/2026

Reports To: Executive Director

Classification: Part-Time, Non-Exempt

Schedule: up to 25 hours per week, schedule may be flexible Monday-Thursday during the hours of 8 AM-5PM, and Friday during the hours of 8 AM-12PM. On occasion, may attend board meetings in the evening, with advance planning. May also participate in some outreach events that could require schedule adjustments beyond normal business hours with advance notice.

Location: Blackfoot, Idaho

About Bingham Crisis Center

The Bingham Crisis Center's (BCC) Mission is to work within the community to help eliminate domestic and sexual violence, promote healthy non-violent relationships by providing emergency services, shelter, individual and group treatment, education and support services to survivors and their families.

Position Summary

The Financial Officer is responsible for the financial operations of the Bingham Crisis Center, including grant management, accounting, payroll, budgeting, reporting, compliance, and fiscal oversight. This position works closely with the Executive Director, Board of Directors, auditors, grantors, and accounting professionals while also serving as a collaborative member of the client services team. The Financial Officer may assist with client intake, advocacy, front office coverage, referrals, and other agency operations as needed.

Essential Duties & Responsibilities

Financial Management

- Maintain accurate financial records using QuickBooks.
- Process accounts payable, accounts receivable, deposits, payroll, and reconciliations.
- Prepare monthly financial statements, budget reports, and board reports.
- Assist with annual budgeting and financial planning.
- Coordinate annual audits and maintain required financial documentation.

Grant & Compliance Administration

- Prepare grant reimbursement requests and financial reports.
- Track expenditures to ensure compliance with grant requirements.
- Maintain documentation supporting grant expenditures and monitoring.

Client Support & Agency Operations

- Provide trauma-informed, survivor-centered support when assisting with intake or front office coverage.
- Maintain confidentiality of client and financial information.
- Assist with referrals, documentation, and resource coordination when needed.

Team Collaboration & Professionalism

- Attend staff meetings, trainings, and professional development.
- Collaborate with all staff to support agency operations.
- Perform additional duties assigned by the Executive Director.

Minimum Qualifications

- Experience with QuickBooks and Microsoft Office Suite including Excel.
- Strong analytical, organizational, and problem-solving skills.
- Ability to manage multiple priorities while maintaining accuracy.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and professional judgment.
- Valid driver's license, reliable transportation, and proof of insurance.
- Ability to pass a criminal background check.

Preferred Qualifications

- Experience with nonprofit accounting.
- Degree in Accounting, Finance, Business Administration, or a related field
- Knowledge of federal and state grant management.
- Experience working with victim service organizations or human services.

Physical & Working Conditions

Primarily office-based work with prolonged computer use. Occasional travel for meetings, trainings, and agency events. Position may involve exposure to emotionally sensitive situations while supporting agency operations.

Equal Opportunity Statement

Bingham Crisis Center is an equal opportunity employer committed to creating an inclusive and supportive workplace. We encourage applicants from diverse backgrounds and lived experiences to apply.

Acknowledgement

My signature below indicates that I have read this job description and understand the requirements of the position. I agree that I am able to perform the essential functions of the job as outlined. I further understand that the responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the BCC.

Signature: _____ Date: _____