



Transforming Lives & Communities in the "D,"  
One Home at a Time  
**Community & Home Supports**  
220 Bagley St., Suite 600  
Detroit, MI 48226

**Job Title:** Financial Office Assistant

**Hours:** Full-time Exempt

**Reporting Relationship:** Chief Financial Officer

**Duties and Responsibilities:**

- Maintaining and updating finance and accounting policies.
- Assisting with bookkeeping and accounting.
- Preparing meeting agendas and documenting and filing meeting minutes.
- Assisting in preparing monthly reimbursement documentation.
- Assisting with accounts payable and accounts receivable.
- Helping to prepare monthly workpapers and financial statements.
- Helping develop CHS's agency and program budgets.
- Helping to prepare quarterly and annual financial reports for CHS's Board of Directors.
- Preparing documents for annual audit.
- Preparing month and year end close.
- Maintaining financial files and personnel files
- Processing required documents in respect to payroll and insurance providers.
- Coordinating paperwork related to benefits, retirement plans, COBRA continuation, workers' compensation, and unemployment.
- Attending relevant meetings and trainings as required.
- Any other tasks that may be assigned.

**Qualifications and Requirements:**

**Education and Experience:** Having or pursuing an Associates or Bachelor's Degree in a financial related field is helpful but not required. Proficiency in areas such as Microsoft Office software, accounting software, accounting and bookkeeping, and filing and recordkeeping is also helpful but not required. The ideal candidate is timely, apt to handle meticulous projects that require close attention to detail, and dedicated to addressing poverty and homelessness. People with lived experience being homeless are encouraged to apply.

**Contact:**

Send current résumé, cover letter, and references as attachments by email or US Post to:

ATTN: Human Resources  
Community & Home Supports, Inc.  
220 Bagley St., Suite 600  
Detroit, Michigan 48226  
**(FAX):** (313)332-4143  
**EMAIL:** [resume@chsinc.org](mailto:resume@chsinc.org)

**(Please reference position title only in the subject line)**