

## Accounting Assistant

Reports to: VP of Finance

Status: Full-Time, Non-Exempt

Hours: M-F, 8-4p (Some flexibility as needed to meet deadlines or attend meetings or special events.)

### **Job Summary:**

The Accounting Assistant supports the VP in the general accounting function. Process a wide variety of daily accounting transactions such as accounts payable, accounts receivable, daily deposits and journal entries. Reconcile select general ledger and bank accounts. Serve as backup for payroll processing. Assist with monthly financial reporting and annual audit preparation. Assist with processing membership and donation payments as needed.

### **Essential Responsibilities:**

- Pay accounts payable invoices: obtain approvals, enter invoices into the accounting system, print and distribute checks, organize and file documentation.
- Prepare daily bank deposits: count cash, compile supporting documentation, prepare a summary sheet, prepare deposit tickets, deliver deposits to the bank, enter deposits in the accounting system, organize and file documentation.
- Prepare accounts receivable invoices, follow up on unpaid invoices, maintain accounts receivable files and listing.
- Prepare and enter adjusting journal entries as needed.
- Assist in preparation of month-end and other financial reports as directed, including journal entries and reconciling assigned accounts.
- Perform purchasing duties for office supplies; maintain postage meter and copiers.
- Participate in Finance special projects as assigned by the VP, including member and donor events and special projects.
- Assist with payroll preparation as needed.
- Assist with entry of membership and donation payments in patron database as needed.
- Perform other clerical and administrative work and other duties as assigned.

### **Job Qualifications:**

- High school diploma or equivalent; at least two semesters of accounting coursework.
- 2 years of general accounting or bookkeeping experience.
- Demonstrated knowledge of accounting practices, automated accounting systems, spreadsheet and word processing software, and general recordkeeping and filing systems.
- Strong attention to detail and accuracy.
- Demonstrated professional written and oral communication skills.

### **Essential functions (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.



- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to climb stairs and/or ladders.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Requires the ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee, please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_