

# Accounting Assistant Job Description



<b>Department:</b>	Administration	<b>FLSA Status:</b>	NonExempt
<b>Reports To:</b>	Director of Finance	<b>Physical Strength:</b>	Light

## Summary

Reporting to the Director of Finance, the Accounting Assistant role is an entry level position responsible for providing support to the fiscal department.

## Essential Duties

1. Accounts Receivable: Create and send invoices, record and reconcile payments, follow up on overdue accounts, and generate reports.
2. Accounts Payable: Verify invoice accuracy, process vendor payments, track expenses, and resolve vendor issues.
3. Payroll: Update employee information, calculate and process wages, ensure compliance with regulations, and prepare reports.

## Job Duties

- Responsible for the daily cash receipts process, including assisting with opening mail daily. Maintain cash log, deposit checks, record deposits, and apply payments to QuickBooks Online.
- Perform account payable tasks including credit card transactions by reviewing expense reports and payment backup documentation for accuracy and proper approval/coding. Process payments in QuickBooks Online and send positive pay file for weekly check run. Maintain and track vendor information along with w-9 verifications.
- Process semimonthly payroll, audit timecards to ensure accuracy. Track and manager leave programs. Work with HR on employee payroll changes such as benefit premiums, retirement contributions, leave programs, using third party vendor.
- Provides additional support as needed with month-end and year-end financial reporting, general ledger reconciliations, audit support, and other general accounting operations.
- Coordinate with office manager for fiscal department filing and electronic filing systems and record retention processes.
- Assist in fiscal department trainings
- Assist in budgeting processes including the development and maintenance of Excel workbooks.
- Assist fiscal and development departments in government request for payment monthly/quarterly reporting.
- Serve as a collaborator to the team by supporting and executing various accounting-related tasks and projects.
- Other duties as assigned.

## Supervisory Responsibilities

This position has no supervisory responsibilities.

## Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

## Education & Experience

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# Accounting Assistant Job Description

Associate's degree with a focus in accounting required; bachelor's degree in accounting, finance, or other related business fields preferred. This is an entry level position with up to 2 years' experience preferred. Experience with nonprofit accounting and payroll preferred but not required. Proficient in Microsoft Office including Word, Excel, and Outlook.

### Certificates, Licenses and/or Registrations

A valid driver's license, acceptable driving record, and automobile liability coverage or access to an insured vehicle.

### Travel Requirement

This position requires occasional travel, usually local day trips.

### Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

### Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl, use stairways to climb to multiple floors within office building, talk or hear and taste or smell. The employee must regularly be able to lift 25 pounds and the noise level in the work environment is usually moderate and can sometimes be loud.

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

Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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