



POSITION TITLE: **ACCOUNTING ASSISTANT for A/P, P/R and ,
Office Assistant**

Hours per Week: **25-28 hours per week**
FLSA Status: **Non-exempt**
SUPERVISION RECEIVED: **Finance Manager**
SUPERVISION EXERCISED: **None**

OBJECTIVE: Provide Accounts Payable, Payroll, Billing and Bank Reconciliation support to Finance Manager.

KEY RESPONSIBILITIES:

Accounts Payable

- Prepare and enter invoices into accounting system
- Review vendor statements and investigate discrepancies
- Enter journal entries as provided by Finance Director
- Maintain all vendor files and records
- Interact with vendors to establish accounts, resolve issues, etc.

Other Activities

- Prepare bank deposits and enter into QuickBooks
- Under guidance from Finance Director, maintain records and perform other duties as assigned
- Provide administrative support to Finance Director as needed

QUALIFICATIONS:

- 3 years of A/P and P/R experience
- Experience using QuickBooks Professional or Nonprofit or similar accounting software
- Basic understanding of general accounting principles
- Ability to maintain accurate and legible records
- Demonstrated ability to utilize MS Office Excel and database applications
- Superior organizational and time management skills
- Integrity and ability to handle confidential human resources and payroll information in a sensitive and professional manner
- Must pass a background check

ABILITIES AND SKILLS

- Detail oriented
- Ability to multi-task
- Ability to work with a wide variety of individuals from different backgrounds/cultures
- Excellent customer service skills

