

POSITION DESCRIPTION

JOB TITLE: Accounting Assistant

STATUS: Non-Exempt, Full Time

REPORTS TO: Chief Financial Officer

DATE: May, 2018

Position Summary:

GENERAL DESCRIPTION: Under the leadership of the Chief Financial Officer, the Accounting Assistant will be responsible for the data entry, processing Accounts Payable, Accounts Receivable, Purchase Orders, Journal Entries, and Payroll for the Association. The Accounting Assistant will be responsible for the filing of all source documents and supporting documentation. The Accounting Assistant will assist in account and fund reconciliations. The Accounting Assistant will work closely with CFO and staff to not only educate them regarding finance and accounting procedures, but also to explore how the fiscal function can support program operations. This is an hourly, non-exempt position.

RESPONSIBILITIES INCLUDE:

Accounting, Payroll:

1. Process approved Accounts Payable on a weekly basis.
2. Process approved payroll on a bi-monthly basis (15th and last day of month).
3. Process approved payroll tax payments with each payroll and other payroll liability payments as needed.
4. Reconcile employee PTO in the payroll system to agree to the activity reports submitted and time-off requests.
5. Process and file quarterly Federal and State Payroll Tax reports.
6. Enter cash receipts for deposits made into the General Ledger.
7. Follow internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
8. Assist with annual external audit and program monitoring.
9. Update distribution codes to reflect current cost allocation plans to accurately assess grants for administrative and operational costs of IACAA.
10. Assist with month-end procedures for assuring timely reports to Board of Directors, President/CEO and grant managers.
11. Processes approved purchase order requests and encumber budgeted funds as needed.
12. Maintain accurate filing of vendor activity, payroll, journal entries, and other financial documentation.
13. Conduct activities in compliance with fiscal policies and procedures as well as GAAP.
14. Maintain inventory records.
15. Reconcile the Association American Express card including generation of monthly reconciliation report of expenses.

16. Enter journal vouchers and AP transactions for expenditures and revenues as needed.
17. Enter client transactions as needed related to the DMH program according to required protocol.
18. Enter AR invoices and cash receipts as needed.
19. Create AR invoices for tenants on a monthly basis.
20. Other duties as assigned.

QUALIFICATIONS:

The person holding the position of Accounting Assistant must have previous non-profit accounting experience and preferably a Bachelor's Degree in Accounting. Sufficient work experience will be considered if a Bachelor's Degree has not been obtained. In addition, the person must have the ability to work independently as well as working in a team setting. Excellent written and oral communication skills are also required. The Accounting Assistant must have working knowledge of Excel and working with an electronic accounting system.

Performance Expectations:

Quality, accuracy, thoroughness, reliability, and timeliness of work performed. Responsiveness to CAA members and outside contacts and their satisfaction with service received. Positive promotion of services provided by the Agency where possible and appropriate. Effectiveness of communications and development of good working relationships with management, co-workers, members and outside resources. Clarity, courtesy, and tact in interpersonal contacts. Maintenance of confidential business information and ethical conduct.

Knowledge, Skills, and Abilities:

- Associates' degree in accounting or three years of accounting experience in a nonprofit environment. Bachelor's degree in accounting preferred.
- Ability to work effectively with persons at all levels of the organization.
- Detail-oriented and ability to work independently.
- Knowledge or ability to acquire knowledge in programmatic areas of activity.
- Excellent interpersonal and communication skills.
- Proficient in Microsoft Excel.
- Knowledge of Financial and ERP systems.
- Ability to multitask and prioritize work.

Working Conditions:

Work is performed largely in a pleasant office environment with minimal chance for personal injury. This position generally works 37.5 hours a week with occasional

evening or weekend hours to assist with meetings. This position requires a safe driving record and current driver's license.

General:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date