

# JOB DESCRIPTION

**POSITION TITLE:** ACCOUNTING ASSISTANT

**SALARY RANGE:** \$12 - \$16 per hour

**DEPARTMENT:** FINANCE/ADMINISTRATION    **POSITION TYPE:** non-exempt/Part-time, .5 FTE

## **JOB BRIEF:**

The Accounting Assistant supports the Finance Department in its efforts to create and maintain efficiencies, enforce policy and procedures, and provide quality service to its internal and external customers. Duties include monthly billing or invoicing of services, managing accounts payable and accounts receivable, performing requested data collection and reconciliations, and various other accounting tasks as assigned.

## **RESPONSIBILITIES**

- Issue invoices to customers, external partners, and insurance providers as needed.
- Manage Receivable balances to uncover issues in a timely manner and minimize outstanding debts.
- Process Payables from receipt of bill through check writing according to policy.
- Enter financial transactions into internal databases.
- Assist with data collection, management, and reporting as instructed.
- Maintain digital and physical financial records.
- Assist with reconciliation of general ledger and bank accounts, and grant funds.
- Participate in internal and external annual audits as requested.

## **EDUCATION**

Associates degree in accounting or related field plus three or more years of relevant experience; or a satisfactory combination of education, experience, and training which demonstrates knowledge, skills, and abilities to perform duties.

## **REQUIRED SKILLS**

- Experience invoicing several types of payors including general, insurance, and government.
- Knowledge of basic bookkeeping procedures, GAAP, and non-profit accounting.
- High level of attention to details, good math skills and the ability to spot numerical errors.
- Hands-on experience with Microsoft products - Excel, Word; and QuickBooks accounting software.
- Organization skills with ability to prioritize and work independently with little supervision.

- Ability to handle sensitive, confidential information and exercise discretion
- Team oriented - ability to interact effectively with all levels of internal and external business relationships.

Flexible attendance schedule is required during the first of each month to ensure fee-for service billings and other assigned tasks are completed timely for month-end close and reporting.