



Position Description

POSITION TITLE: Accounting Assistant

DEPARTMENT: Finance

FLSA: Non-Exempt

REPORTS TO: Chief Financial Officer

DATE:

Position Summary: The Accounting Assistant provides support to the Finance Team as assigned.

Council Expectations of Employee:

- o Adheres to council policies and procedures
- o Acts as a role model within and outside the council
- o Performs duties as workload necessitates
- o Behaves and communicates in a positive and respectful way
- o Communicates regularly with supervisor about Department issues
- o Demonstrates flexible and efficient time management and ability to prioritize work load
- o Consistently reports to work on time prepared to perform duties of position
- o Meets department and individual performance goals and standards
- o Ensures that diversity and pluralism are embraced and incorporated into the work of the council.

Major Accountabilities:

The Accounting Assistant is responsible for performing (or serves as a back-up for performing) the following duties:

1. Assist with preparation and posting of general ledger entries on a daily, weekly, or monthly basis which includes, but is not limited to, posting of cash receipts and monthly depreciation.
2. Reconcile monthly bank statements and perform other general ledger account balance reconciliations.
3. Weekly accounts payable processing and annual 1099 reporting.
4. Batch review, posting, and reconciliation of membership registration database.
5. Reconcile proceeds from product programs.
6. Prepare ACH files for product program activity.
7. Serve as a back-up for payroll processing.
8. Assist with problem resolution on troop bank accounts including, but not limited to, reviewing troop financial information to identify potential mishandling of funds.
9. Coordinate collections on bounced checks and amounts owed from product programs.
10. Efficiently generate required reports and information in a timely manner including, but not limited to, monthly departmental budget/expense reports.
11. Accurately maintain financial databases and records.
12. Complete additional duties as assigned.

Position Qualifications:

Associate degree in related field or experience commensurate with degree; one to three years experience in an accounting position preferred; experience in using computer-based accounting software desirable; strong mathematical aptitude; ability to pay close attention to detail and maintain confidentiality.

Ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; computer literacy and technical knowledge of computer software programs such as Word and Excel and the internet; excellent analytical and organizational skills required; excellent customer service skills; demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, work under pressure, meet deadlines and deal with change; well-disciplined and self-starter; ability to work well as a part of a team; unequivocal commitment to pluralism; ability to meet travel requirements, including night, weekend and overnight travel; valid driver's license; access to a properly licensed and insured vehicle in working condition; flexibility and a good sense of humor.

Physical Demands:

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, ability to read numbers, reports and computer terminals. Occasional high stress work may be required in dealing with volunteers/staff.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

This position description does not constitute a contract.

Starting Salary Range: \$23,000-\$26,000