



Job Description

Job Title:	Accounting Assistant
Office:	Finance
Reports To:	Finance Director
FLSA Status:	Full-Time Hourly Non Exempt
Prepared Date:	March 2018

SUMMARY

Assists the Finance Director and staff with a variety of accounting functions, including accounts payable, accounts receivable, general ledger accounting, and reconciliations. This position also works with other finance and IT staff handling the conference and event registrations annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Accounts Payable

Responsibilities include, but not limited to; processing invoices from all vendors; receiving, verifying, and completing purchase orders, vendor inquiries and resolution; processing weekly A/P reports for Finance Committee; cut checks, complete online EFT payments, and issue International wires; filing and maintaining an organized folder system for vendor handling; monthly reconciliation of accounts payable with general ledger; prepare and process annual 1099/1096 IRS reports; any other related A/P duties.

Finance/Accounting

Responsibilities include, but not limited to; processing cash receipts; assist with donation cash processing; handling registration cash processing (seasonal); prepare daily and monthly excel reports for cash management and sub-account reconciliations; complete journal entries; troubleshoot general ledger posting and reporting with an emphasis on accuracy of departmental, project, and expense coding; assist with annual audit preparations.

Conference

Receive and process conference or event registrations via the phone, fax, or over the internet; function within a registration team composed of other finance and IT staff as well as on-site volunteers; assist with other financial aspects related to conference including preparation and reconciliation of daily registration and sales tills and counting offerings.

SUPERVISORY RESPONSIBILITIES

This position has no primary supervision responsibilities. Oral and written instructions are received from the Finance Director, primarily, but may also receive direction from other Aglow Directors or others as assigned by Finance Director.

QUALIFICATIONS

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 functions.

1. Must be able to travel by air to annual conference.
2. Strong analytical and problem solving skills.
3. Must have the ability to work under pressure and meet deadlines.
4. Must be willing to accept constant changes and have the ability to adapt to those changes with another plan.
5. Must have the ability to think and carry through on details of a project from start to finish.
6. Must be able to work in a team environment as well as subordately and independently.
7. Must have good interpersonal skills with the ability to effectively respond to questions from staff at all levels of the organization.
8. Have good customer service skills both on the phone and in person.

COMPUTER APPLICATION SKILLS

Training and/or experience in Microsoft Excel & Word, must be able to use a Ten Key by touch. Blackbaud Financial Edge & Raisers Edge experience helpful but not required.

EDUCATION and/or EXPERIENCE

A.A. degree in accounting and/or equivalent related work experience in a finance/accounting office. Non-profit accounting experience desired.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight measurement, volume and distance.

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:

Work in primarily seated position with computer keyboard and screen using hands to complete necessary functions; circulation throughout the office for problem solving/inter-office communications; must be able to operate standard office equipment (Printers, telephones, 10-key, copiers, folders, etc.) on frequent basis; must have the ability to lift and/or move up to 35lbs on a regular basis