



Fellowship Square

Job Description

Job Title: Accounting Assistant

Job Type: Part-time

Department: Administration

Reports To: Director of Finance

Status: Non-Exempt

Salary: \$18.00 - \$25.00 per hour

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the responsibilities may vary as circumstances indicate or as determined by the organization. Working hours are primarily during day shift but this position may need to work varied hours including evenings and weekends, as business needs dictate during peak time.

SUMMARY OF POSITION:

The Accounting Assistant (Part-Time) supports the Director of Finance in day-to-day accounting and payroll tasks. The position also assists with account reconciliation and financial report preparation. This position will work closely with the Office Manager to provide some administrative support as needed.

ESSENTIAL DUTIES:

- Prepares and makes bank deposits. Investigates and resolves any unknown checks/payments that are received.
- Records check deposits and electronic payments in QuickBooks. Works with fundraising team to reconcile monthly receipts.
- Prepares and email monthly accounts receivable invoices.



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- Enters accounts payable invoices into accounting software on a weekly basis. Reviews invoice coding and approvals.
- Prints accounts payable checks every two weeks, obtains signatures, mails checks and files invoices as appropriate.
- Conducts credit cards and balance sheet account reconciliations monthly.
- Assists with monthly financial reporting, prepares reports as needed.
- Assists with payroll and is considered backup payroll administrator when needed.
- Assists on all accounting projects as determined by the Finance Director.
- Provides administrative support as needed.
- Assists Office Manager in tracking and coding office credit card expenses.
- Assists with other organizational activities and events.

QUALIFICATIONS AND REQUIRED SKILLS:

- Associate or Bachelor's degree in a relevant field or equivalent work experience
- 2 years' experience with QuickBooks system
- 2+ years of association or non-profit experience is preferred
- 2 years' experience in payroll processing and federal/state laws regarding payroll

ESSENTIAL SKILLS/KNOWLEDGE:

- Strong proficiency with Microsoft Office Suite
- Ability to use and/or quickly learn relevant computer software programs and office equipment to include but not limited to phone system, copier, and scanner
- Financial and business acumen
- Comfort and expertise in presenting financial information to appropriate stakeholders
- Ability to prioritize and organize multiple tasks, high attention to detail
- Strong communication skills in written and verbal formats



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- Ability to enter and maintain accurate data/information
- Strong mathematical and finance skills; demonstrates an understanding of accounting principles
- Strong organizational skills
- Project and time management skills; ability to manage schedules and deadlines for ongoing initiatives
- Ability to work as part of a team and to work independently; a self-initiator, versatile and assumes risk with responsibility

ESSENTIAL COMPETENCIES & BEHAVIORS:

- Demonstrative abilities in collaborative team building and consensus
- Must be able to maintain confidentiality of all sensitive information and share with only those that are required
- Must be able to not be personally influenced or impacted by confidential information
- Maintains good rapport with all departments
- Comfortable and productive in a fast-paced work environment
- Manages multiple projects with minimal supervision
- Understands the importance of the position for the success of the business
- Strong desire to learn and seek out new projects as time arises
- Self-starter

TO APPLY:

Please send cover letter and resume to info@fellowshipsquare.org.