

POSITION DESCRIPTION

Position: Accounting Assistant (Non-Exempt, Part-Time)

Reports to: Vice President, Finance and HR **Supervisor Responsibilities:** No

Position Summary:

The Accounting Assistant is responsible for providing support to the Vice President of Finance and HR for a variety of essential functions including but not limited to accounts payable; payroll processing; employee orientation and recordkeeping; and other clerical duties in accordance with organizational policies and procedures.

Essential Duties and Responsibilities include the following, although *other duties may be assigned to meet agency needs.*

- Receives time sheets, as well as mileage and claim reimbursements, and inputs into internal payroll system.
- Performs data entry and processes transactions through the accounting system.
- Complies various documents and spreadsheets, verifying their accuracy and processes according to established procedures and processes
- Assists in compiling and preparing detailed financial statements, reports, and data.
- Performs other general office duties such as copying and filing
- Maintains and updates procedures manual and checklists for accounting and human resource processes.
- Processes paperwork and updates employee information as needed.
- Assists in creating and delivering all new hire orientation materials.
- Assists in maintaining all digital and hard copy human resources files.
- Provide support to employees in various HR related topics such as leaves, compensation etc., and resolve issues and problems.
- Observes safe job practices, maintaining a clean and safe working environment.

Minimum Qualifications:

Associate's degree in accounting, or 3 years related experience preferred. Familiarity with general accounting principles, payroll, accounts payable, and QuickBooks software. Valid driver's license and insurable record required.