

ACCOUNTING ASSISTANT

Department: Accounting
FLSA Status: Non-Exempt

Reports To: Assistant Treasury Manager
Job Category: Administrative Support

POSITION SUMMARY:

The Accounting Assistant will assist in all aspects of the Accounting Role.

PRIMARY RESPONSIBILITIES:

- Processes incoming payables daily.
- Compiles and sort invoices and checks.
- Prepares checks and vouchers on weekly basis.
- Drops off overnight packages and mail as needed.
- Researches, tracks and resolves accounting problems.
- Reconciles vendor statements and communicate with vendors on a timely and professional manner.
- Conducts audits of vendor accounts as needed.
- Maintains Excel schedules as support for various activities.
- Assists in preparation of 1099's.
- Records contracts and purchase orders in the accounting software.
- Maintains the integrity and confidentiality of all data.
- Communicates any and all issues and problems with immediate supervisor.
- Performs other duties as assigned.

QUALIFICATIONS:

- HS Degree or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES:

- The ability to handle multiple projects and work in a fast paced environment while remaining calm and positive under pressure at all times.
- Must have excellent attention to detail, use good judgment, prioritization skills and be able to identify and resolve problems in a timely manner.
- Ability to maintain confidentiality of sensitive and private data.
- Demonstrated knowledge and proficiency of MS Office programs to include Excel, Word, PowerPoint, and Outlook.
- Excellent written and verbal communication skills.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The physical demands and working conditions 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 frequently required to maintain a stationary position, and may sit for a prolonged period of time; may involve periodic periods to stand and/or walk. Tasks may involve extended periods of time at a keyboard or work station, and repetitive wrist motion. The employee may be required to climb stairs and ramps; as well as balance, stoop, kneel, or crouch. The employee may use arms to reach in any direction, and use

hands to handle, or feel objects, tools; occasionally required to may occasionally lift and/or move up to 30 pounds. The employee must be able to communicate effectively both verbally and in writing, as well as talk and hear clearly. The employee is required to have visual acuity to see close and distant vision.

Must be able to move about the office, and travel to onsite and offsite meetings. Employees work under typical office conditions, routinely using standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines. The environment has a quiet to moderate noise level. Tasks may occasionally require exposure to such environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, and rain.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks are performed when circumstances change. This job description replaces all previous descriptions for this position.

EMPLOYEE ACKNOWLEDGMENT:

I have received a copy of the position description and have read and understand the contents.

Employee Name

Employee Signature

Date