



Job Description – Accounting Assistant – Part Time

Job Title:	Accounting Assistant – Part Time (24-hours per week)
Department:	Governance & Finance
FLSA Status:	Non-Exempt
Reports To:	Sr. Finance Manager
Date:	February 2025

Position Purpose

Reporting to the Senior Finance Manager, support the Governance & Finance Department in the financial record keeping of the association. Perform financial transactions in compliance with federal, state, and local legal requirements.

Essential Duties and Responsibilities

- Prepare financial transactions using accounting software:
 - Post accounts payable transactions. Set up new vendors as needed.
 - Post monthly expenses for staff, Non-Secretariat Members, and Non-Secretariat Observers.
 - Post monthly debit card transactions.
 - Create and post payroll journal entries utilizing reports from payroll software program.
- Assist with Accounts Receivable invoicing and collections tracking.
- Assist with payroll tax processing and worker’s compensation new State set-up and associated maintenance.
- Assist with reporting for tax preparation including sales and use tax and local tangibles tax.
- Assist with special projects associated with the successful operation of the Governance & Finance Department.

Other Duties

- Contribute to team activities through undertaking related office tasks as needed

Minimum Required Technical Skills and Qualifications

- 3+ years relevant experience
- Demonstrated knowledge and experience with accounting and payroll software, QuickBooks Online and ADP a plus
- Proficiency in MS Office, specifically with MS Excel
- Accurate, diligent approach to work, good initiative, excellent organizational skills, excellent attention to detail and confidentiality
- Able to manage and research Accounts Payable invoices, payment methods and currencies that have a high rate of change



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Education/Certifications/Licensure

- Relevant bachelor’s degree and/or Bookkeeping qualification or certification

Language Skills

- Proficient in English verbal and written communication skills.

Physical Demands

The physical demands and environmental factors 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 will sit for long periods of time, and may use repetitive wrist and hand motions involved in sorting and handling documents. The employee is regularly required to reach, with hands and arms. Specific vision abilities required by this job include close vision and color vision. Employee will have close visual contact with a computer monitor constantly.

Acknowledgment

I have reviewed the Job Description for the position of Accounting Assistant. I have read and understand the duties and responsibilities and other aspects of the Job Description. I further understand that this Job Description will form the basis for the periodic evaluation of my performance. I acknowledge that my employment with the Company is on an “at will” basis which means that either I or the Company can end the employment relationship at any time, for any reason, with or without prior notice. It is understood that this Job Description is a summary of the primary responsibilities of my position. It is not intended to be a complete and total description of each duty and responsibility of the position as may be necessary. It is understood that the Company retains the right to change this Job Description at any time, for any reason, at its sole discretion.

Signature:

EMPLOYEE: _____ **DATE:** _____