

DIETERT CENTER JOB DESCRIPTION

POSITION: **ACCOUNTING ASSISTANT**

REPORTS TO: Accounting Director

JOB SUMMARY:

This position provides support for the Accounting Department.

JOB SCOPE: Part time, Non-Exempt, 25-27+ hours per week.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. **Accounts Receivable:** Responsible for monitoring the payments of program receivables. Monthly billing of several client programs.
2. **Cash Receipts:** Post deposits to accounting software.
3. **Data Base:** Ensure accurate and timely entry of data in nonprofit software.
4. **Payroll:** Maintenance of Time Clock. Preparation of bi-weekly time sheets for the Accounting Director.
5. **Reconciliation:** Monthly reconciliation of invoices prior to customer billing.
6. **Reporting:** Monthly preparation of support for governmental reporting.
7. **Office Supplies:** Responsible for maintaining adequate quantities of office supplies for all departments.
8. **Miscellaneous Projects:** Miscellaneous projects as determined by the Executive or Accounting Director.

QUALIFICATIONS:

A High School diploma is required. Must have knowledge and skills in the following areas:

1. Must be proficient in Excel.
2. Must be proficient in QuickBooks software program.
3. Knowledge of common office equipment such as computers, copiers, printers, etc.
4. Must be able to manage multiple, ongoing projects with minimal supervision.

PREFERRED QUALIFICATIONS:

5 years prior office experience with heavy data entry. A flexible work schedule is sometimes needed.

PHYSICAL DEMANDS / WORKING CONDITIONS:

Must be physically able to see and hear well enough to utilize ordinary office equipment including, but not limited to, telephone system, photocopier, and personal computer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.