

## **POSITION DESCRIPTION**

Accounting Assistant

### **POSITION CONCEPT**

The purpose of the Accounting Assistant is to assist in keeping accurate records of monies coming into and going out from the company and to provide administrative support to the Director of Finance.

The Accounting Assistant reports to the Director of Finance and supervises no one.

### **POSITION GUIDELINE**

The following are the basic responsibilities for this position:

1. Receiving and sorting all incoming mail for the Finance Department and answering relevant correspondence
2. Entering invoices into accounting software
3. Accounting for pieces of mail and donations each day and preparing a weekly deposit
4. Corresponding with donors when there is a problem with a donation (i.e., declined credit card, incorrect receipt, no receipt received, etc.)
5. Preparing monthly financial summaries for the Field Department
6. Preparing reports in various financial areas, as needed
7. Posting daily deposits from processing company into accounting software
8. Obtaining credit card receipts from staff and helping to process monthly credit card statements

In addition the person in this position will:

1. Screen both incoming calls and people who wish to speak to the Director of Finance
2. Help with projects assigned by the Director of Finance
3. Prepare year-end statements and other donation receipts
4. Assist with annual audit after CWA's June 30 fiscal year-end
5. Dispense petty cash and manage petty cash receipts
6. File paid invoices and other documents

Skills and knowledge that are assets to the work required in this position:

1. Proficiency in Microsoft Office software including Word, Excel and Outlook
2. Strong English grammar and writing skills
3. Bachelor's degree in Accounting or a related field, or 2 years of accounting or bookkeeping experience

The attitudes and personal characteristics demonstrated in/through this position are:

1. Capacity to be detail-oriented and organized
2. Honesty and integrity
3. Strong interpersonal skills to work with all levels of staff and members
4. Ability to communicate effectively through both the verbal and the written word
5. Ability to screen callers and visitors professionally and efficiently
6. Confidentiality
7. Discretion
8. Strong sense of initiative and work ethic
9. Ability to multi-task in a professional work setting
10. Reliability
11. Trustworthiness
12. Friendly attitude
13. Understanding of general ledger accounting (debits, credits, etc.)