

Communitas - Staff Position Description

ADMINISTRATION

TITLE: Accounting Assistant

REPORTS TO: Manager of Finance

POSITION SUMMARY

This individual works as a member of the Finance team to provide assistance in all accounting procedures within Communitas as assigned by the Manager of Finance and other accounting staff.

SPECIFIC DUTIES

Working as a member of a team, the accounting assistants are responsible for the following:

- Accounts Payable:
 - Process accounts payable invoices and related documents
 - Track/facilitate recurring payments
 - Follow up / resolve discrepancies
 - Maintain spreadsheets in preparation for payables and journal entries
- Revenues & Accounts Receivable:
 - Create, post and send invoices
 - Create late or delinquent account statements/reports for follow-up
 - Prepare bank deposits
 - Post manual and electronic deposits to general ledger
 - Prepare donation receipts and record donations in fundraising program software
- Program Expense Reports:
 - Educate and assist program managers with recording their expenses on their ledgers and expense reports
 - Transfer funds to and from program bank accounts
 - Record program expenses to the general ledger
- Corporate Credit Cards:
 - Manage corporate credit cards
 - Add new credit card accounts and cancel credit cards and adjust credit limits
 - Educate and assist program managers with recording their expenses on their credit card ledgers
 - Record related expenses to the general ledger
- Banking:
 - Adding and removing signers from bank accounts
- Bank reconciliations and other account reconciliations

REQUIREMENTS

- Minimum two years of experience with an accounting software program
- Minimum two years of experience in working in accounts payable
- Solid knowledge of bookkeeping and how to record various types of journal entries
- Strong understanding of the revenues/receivables/receipts process and the purchases/payables/payments process
- Strong grasp of Microsoft Excel and its basic formulas as well as strong general computer skills
- General understanding of balance sheets and income statements
- Excellent written and verbal communication skills, ability to relate effectively with management and staff
- Excellent teamwork skills, as well as the ability to work independently without supervision
- Well-developed planning and organizational skills
- Ability to work accurately and effectively in a fast-paced and changing environment
- A philosophy of service that is in line with Communitas' Vision, Mission and Values

ASSETS

- Experience with registered charities or other not for profit organizations
- Knowledge of accounting for registered charities or other not-for-profit organizations
- Experience with working in Sage Intacct
- Experience with Donor Perfect Online software