



Job Description

Job Title – Accounting Assistant

Nature of Work:

The Accounting Assistant supports the Finance Department by performing accounts payable functions, processing payments and deposits, maintaining financial records, reconciling transactions, and assisting with audits and financial reporting. This position ensures vendor invoices, cash receipts, and deposits are accurately recorded and reconciled in accordance with internal policies and accounting standards. The Accounting Assistant plays a key role in maintaining accurate financial records that support the organization's mission and operations.

The Accounting Assistant reports directly to the Accounting Manager and must understand and adhere to the organization's policies and procedures and ensure confidentiality is maintained.

Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Community.
- Possess the ability to comprehend the importance of and confidential nature of all information.
- Able to follow oral and written instructions utilizing the English language well enough to perform the essential duties of the job.
- Be a highly motivated team player with excellent communication, time management, and organization skills. Careful attention to detail required.
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform the required tasks.
- Possess the dexterity to use a computer, telephone, and other office equipment.
- Must be able to hear with or without amplification devices.
- Possess critical thinking skills.

Job Duties:

Cash Receipts & Deposit Reconciliation

- Accurately records all cash receipts and deposits into the accounting software (currently QuickBooks).
- Maintains supporting documentation for all deposits.
- Reconciles deposit activity between bank records, property management software, and AHA's accounting software.
- Investigates and resolves discrepancies in deposit and receipt records.

Accounts Payable Processing

- Accurately reviews and verifies invoices and check requests.
- Sorts, accurately codes, and matches invoices.
- Tracks open invoices, timely obtains necessary invoice approvals, enters invoices into the accounting software (currently QuickBooks) accurately and timely.
- Tracks expenses and processes expense reports.

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Payment Processing & Reconciliation

- Processes checks and check receipts timely and receives necessary signatures for mailing.
- Timely reconciles accounts payable transactions.
- Accurately prepares analysis of accounts.
- Monitors accounts to ensure payments are up to date.

Vendor Relations & Documentation

- Researches and resolves invoice discrepancies and issues by conversing with vendors and responding to inquiries.
- Maintains up-to-date and accurate vendor files.
- Monitors uncashed vendor payments and accurately submits annual Unclaimed Property reporting to PA Treasury in a timely manner.

Audit Support & Reporting

- Assists with various audits throughout the year, including providing supporting documentation.
- Demonstrates willingness to learn new skills and techniques; displays a teachable attitude when learning a new skill.

Other Duties:

Other duties and special projects assigned by the Accounting Manager and/or the Chief Executive Officer. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

- High school diploma or GED required. At least two years' experience in accounting work.
- Experience in a real estate or social services agency preferred.
- Experience working with QuickBooks accounting software is preferred.
- Experience with Microsoft programs, including Outlook, Word, Excel, etc.
- Well-developed interpersonal skills, time management and crisis management skills, organizational and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communication skills; and the ability to meet deadlines.

Work Conditions:

The work environment is a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets. This is a smoke-free environment. Reliable transportation and possession of a valid driver's license are required. The employee may be required to travel throughout the day and commence the workday at various locations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee will be seated for long periods of time. The employee may be required to lift items up to 10 pounds.

Supervisory Responsibilities:

The Accounting Assistant does not perform any supervisory duties.

FLSA Status: Non-Exempt

Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Accounting Assistant position.

Employee

Date