



Accounting Assistant

Reports To: The Accounting Manager

Status: Part Time

Classification: Non-Exempt

Summary:

This position plays a vital role in managing the day-to-day financial concerns of the organization through close collaboration with the finance team.

Organizational Duties and Responsibilities:

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
2. Supports and facilitates positive interaction with others by exhibiting: individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Effectively participates in the Accounting functions of the organization.

Essential Duties and Responsibilities:

1. Oversee accounts payable from Purchase Order through Invoice Payments.
2. Oversee credit card reconciling receipts to credit card statements. Management of credit card subledgers.
3. Facilitate and support the finance team with implementation of financial policies and procedures.
4. Coordinates and supports other departments in online ordering
5. Assist with special projects as requested.

Specific Skills:

Experience with Quickbooks Online and Google Drive preferred. Must be self-motivated and detail-oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and required to be proficient with Microsoft Office programs.

- Degree in related field is preferred, or a minimum of 4 yrs. accounting experience
- Experience with a financial software system – e.g., QuickBooks or Peachtree including proficiency in Microsoft Word, Excel and PowerPoint required.
- Ability to clearly and effectively communicate information, both verbally and in writing
- Excellent organizational skills, including the ability to organize and prioritize work
- Ability to work productively and independently with little supervision
- Ability to meet deadlines

Supervisory Responsibilities:

None.

Qualifications:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Degree in a related field or a minimum of 4 years of accounting experience preferred. Experience required with a financial software system – e.g., QuickBooks or Peachtree.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, volunteers, board of directors and other staff. Ability to effectively present information in one-on-one or in committee meetings.

Certificates, Licenses, Registrations:

Must have current driver's license and insurable driving record.

Physical Demands:

The physical demands 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 is frequently required to stand, walk, sit, use hands and fingers to handle or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. The work

environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified. This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.