

PART TIME ACCOUNTANT

DEPARTMENT: Accounting

SUPERVISOR: Chief Finance Officer

Approved by: President and CEODate: March 1, 2021

FLSA: Non-exempt

POSITION SUMMARY

Accountant will assist with preparing and entering journal entries, cash receipts, quarterly recons, and accounts payable. Will also assist with special accounting projects and research as needed.

QUALIFICATIONS**Education, Experience, Training:**

Requires a two-year degree in accounting along with three years of direct work experience in accounting. Trained in working with pivot tables and vlookup also needed.

Knowledge, Skills, Ability:

- Advanced knowledge of Excel
- Able to work both independently and in a team environment
- Knowledge of accounting principles
- Excellent computer skills
- Good attention to detail skills
- Able to handle information in a confidential manner
- Ability to work from home or in the office setting

Physical Requirements:

Sedentary work with some driving. Repetitive motion, close visual acuity, talking, listening. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS

90% Helps to prepare and process journal entries; enters cash receipts for all receipt types; assists with quarterly recons and resolves issues; works with accounting and fundraising department to process grant document uploads and filings; assists with accounts payable processing

10% Participates in adopting and implementing new methods, procedures and technologies to streamline and improve the accounting process; assists with special accounting projects and tasks such as researching balances on accounts, budget and forecasting work as needed.

SUPERVISORY RESPONSIBILITIES

Responsible for own work only.

AUTHORITY/ACCOUNTABILITY

Responsible for accurate and timely completion of accounting tasks.

PROBLEM SOLVING

Works for resolve issues with entering and reporting data