

Job Description: **Accounting Assistant**
Department: **Finance Department**
Last Revised: **12/2022**

The Accounting Assistant is responsible for processing accounts payable payments, accounts receivable and cash receipt deposits; creating monthly accounts receivable invoices; and creating monthly grant billings to various grantors as assigned. The Accounting Assistant provides back up to the Accounting Coordinator including processing payroll, responding to vendor and staff inquiries as needed.

This is a full-time position reporting to the Accounting Coordinator

Supervision Exercised

No supervision exercised.

Duties

- Responsible for processing accounts payable and payments in conjunction with the Accounting Coordinator.
- Responsible for creating Cash Receipts and Accounts Receivable deposits.
- Create check requests as needed; reconcile and verify operating invoices are paid on time; verify checks as needed; transfer funds between accounts as needed; maintaining backup documentation in accounting system; handle vendor and staff inquires; and complete filing as needed.
- Back up to Accounting Coordinator including processing accounts payable, processing payroll, maintaining payroll records, reviewing timesheets for possible errors and related payroll activities as requested.
- Process deposits on a weekly basis; verify cash and check receipts are complete; ensure account coding is appropriate; endorse and copy checks; scan documents; run deposit report; take deposit to bank; run and distribute deposit reports (from all Children's Cabinet offices); and proof and post all Children's Cabinet offices' deposits, including taking deposits to bank.
- Work with the Accounting Coordinator & Finance Director to prepare the various billings in a timely and accurate manner. Which includes: Pulling timesheets, pay stubs, accounts payable backup documents along with allocation backup. Complete the Request for Funds per Grant requirements along with submitting the billing.
- Transmit data files to bank as needed.
- Review and verify account coding on accounts payable is correct and if necessary, notify appropriate staff and determine correct coding.
- Provide back up to Finance Director and Accounting Coordinator in providing data and proof for weekly state draw request and maintain state drawdown binder.
- Maintain necessary records for reporting and audit purposes.
- Assist with all audits as needed.
- Assist with auditing annual IRS TIN reporting (CP-2100); mail B-notices to vendors; set up/correct 1099 screens in A/P; maintain vendor contact log; correspondence with IRS as needed.
- Design processing forms as needed.
- Investigate and resolve vendor inquiries concerning payments.
- Investigate and resolve outstanding stale checks.
- Assist staff with research of expense line items.
- Provide back up to Finance Director and Accounting Coordinator with daily cash management.
- Set annuals goals and objectives related to specific job function.
- Attend and participate in department/agency staff meetings; other events as needed
- Perform other duties as assigned.

Minimum skills required:**Knowledge of:**

- Accounts payable systems.
- Payroll Systems.
- Cash Receipts and Accounts Receivable Systems.
- Account reconciliation.
- Basic Bookkeeping concepts.
- Business math.

Ability to:

- Meet time deadlines (applies to all tasks).
- Be detail oriented.
- Possess good organizational skills.
- Computer literate.
- Good interpersonal skills and effective communication skills.
- Function in a team environment.
- Alpha-numeric filing.
- Learn software systems as needed.
- Maintain confidentiality of client/agency information.
- Work efficiently and effectively.
- Operate office equipment.
- Exercise good judgment while adhering to the Children's Cabinet's policies and procedures

Special Requirements:

- Three years of bookkeeping experience and Excel skills that include Formatting cells, VLooku Formula, Concatenate Formula, Text to Columns, Remove Duplicates and Pivot Tables
- Able to pass complete background check
- Must have reliable transportation to get to and from work.
- Must possess a valid Nevada Driver's license and proof of insurance when using a personal vehicle for company business.
- Work normal business hours defined as 8:00 AM to 5:00 PM
- May require some evening and weekend work.
- Job requires repetitive key stroking; ability to sit for long periods (2 hours +); must be able to lift and carrying at least 25 pounds.

This is a full time position eligible for benefits.

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