JOB ANNOUNCEMENT

Job Title:  Accounting Assistant  Reports to:  Director of Finance
Status:  Non-exempt
Classification:  part-time - 25 hours per week

SUMMARY

Under the supervision of the Director of Finance, the Accounting Assistant will be primarily responsible for AP/AR functions as well as ordering of all supplies and recording usage of postage and copier machines and monitoring vendor correspondence.

SPECIFIC DUTIES

Finance

• Maintain A/P vendor files: including W-9 requests and Medicaid exclusion database
• Prepare various vouchers; sales tax voucher and program expense vouchers as needed
• Enter invoices and check requests into Fund EZ accounting software for weekly accounts payable check run; print checks to distribute and/or mail
• Main contact for weekly ordering of office and program supplies
• Monitor and respond to calls from vendors
• Maintain store credit cards and logs for each card
• Distribute payroll.
• Make bank deposit and/or post office run
• Generate annual 1099 miscellaneous forms
• Enter cash receipts into Fund EZ software
• Maintain and reconcile petty cash.
• Monitor and report usage of copiers and postage for all locations monthly for invoice allocations
• Reconcile monthly vendor statements, corresponding with vendors as needed
• Log and maintain company inventory
• Maintain Verizon account, set up new phone numbers, ordering of phones or hot spots
• Reconcile bank statements on a monthly basis
• Monitor voided check log for proper documentation
• Assist with processing Aging Services Time Sheets every other week as needed
• Other duties as assigned
Knowledge, Skill and Abilities

- Strong verbal and written communication skills
- Demonstrated project management abilities
- Computer skills in Excel and Word
- Must possess own transportation and a current valid NYS Driver’s License

Physical Elements

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 job functions. While performing the duties of this job, the employee is regularly required to:

- Walk and stand
- Kneel down
- Climb (stairs)
- Push and pull objects
- Reach and grasp
- Getting in and out of a car
- Repetitive arm movement (writing, typing)
- Lift and/or move up to 20 lbs.

Qualifications

- An Associate Degree in accounting or business administration plus one years’ experience working in an office setting OR a high school diploma and three years’ experience in an accounting environment.

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