

Finance / Accounting Assistant

Job Title: Finance / Accounting Assistant
Division: Operations
Reports to: Financial Analyst
FLSA Status: Non-Exempt

Section 1: Summary of the Position

Responsible for company financial activities including payroll processing, accounts receivable, accounts payable, reconciliation of accounts, and financial reporting. This position works closely with Director of Operations, Financial Analyst, and other Operations staff while exhibiting exceptional attention-to-detail and initiative.

Section 2: Primary Responsibilities

Financial Duties

- Process payroll in a timely and accurate manner
- Maintain accounts payable and accounts receivable
- Ensure receivables are collected promptly
- Prepare checks and pay suppliers in a timely manner
- Identify and pay taxes according to required timelines
- Monitor company credit card use
- Reconcile accounts on a timely basis
- Assist with implementation and maintenance of the company 401k program including regular employee deductions
- Perform 401k account reconciliations on a regular basis
- Perform other related duties as assigned

Financial Reporting

- Maintain the company cash flow on a daily basis
- Assist Operations staff with the creation of company budgets
- Assist Operations staff with maintaining budget documents
- Enter accurate expense and income information in company accounting software on a timely basis
- Provide information, as directed, to the company's external accountant
- Perform other related duties as assigned

Organization

- Maintain an orderly accounting filing system
- Collaborate with Human Resources to update and maintain ADP databases
- Ensure important financial information is protected
- Assist with any company or 401k plan audits
- Perform other related duties as assigned

Section 3: Competencies and Key Behaviors

Communication

- Protects confidentiality of sensitive information when communicating
- Clearly conveys ideas verbally, visually, and in writing
- Communicates information in a logical and sequential manner to aid understanding
- Utilizes strong listening skills to formulate direct, responsive answers to questions
- Works well with supervisors to accomplish results

Organization

- Develops work plans to use time effectively and efficiently without immediate supervision
- Demonstrates strong attention to detail
- Possesses ability to follow through on tasks to ensure successful completion

Math and Reasoning

- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Able to resolve problems involving several concrete variables in standardized situations

Section 4: Qualifications

To perform this job successfully, an 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.

Specialized Knowledge and Skill Requirements

Must be familiar with Apple products and the Apple operating system. Must have ability to learn and use efficiently various types of office software, including spreadsheets and accounting software. Must have an understanding of basic bookkeeping and accounting principles. Previous experience with ADP Payroll a plus.

Education/Licenses Certificates

- Minimum of two-year degree
- Two to four years of experience; or equivalent combination of education and experience
- Experience must include prior work with payroll and bookkeeping.

Section 5: Travel

This position requires no travel.

Section 6: Physical and Environmental Demands of the Position

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 regularly required to talk; hear; use hands; and reach with hands and arms. Vision requirements include the ability to have clear vision at 20 inches or less to view and effectively utilize general office equipment and computers.

While performing the duties of this job, the employee is regularly working in an office setting. The noise level in the work environment is usually moderate to quiet.

Section 7: Disclaimer Statement

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.