



Accounting Administrative Assistant

Summary:

The Accounting Administrative Assistant performs billing and payables functions for the agency and helps the Fiduciary and the Senior Companion programs maintain orderly, compliant files.

This is a full-time, hourly position reporting to the Director of Finance and Administration.

Duties and Responsibilities:

- Maintain orderly files for clients served by the Fiduciary Program.
- Maintain orderly paperless files of supporting documentation for payables, receivables and grants.
- Compile time sheets for Senior Companions and submit to Volunteer Services Manager in a timely manner for biweekly payroll.
- Process agency accounts payable by entering coded invoices into accounting system and cutting/ mailing check.
- Perform billing for agency's earned-income programs.
- Make bank deposits.
- Assist staff accountant with reconciling credit card statements, if necessary.
- Assist Director of Finance and Administration with compiling requested documents and information for annual audit.
- Assume other duties as assigned by the Director of Finance and Administration.

Education/Skill Requirements:

- High school diploma, but associate's degree preferred
- At least 2 years of administrative experience, preferably in a finance/accounting environment
- Flexible multitasker with attention to detail, accuracy and deadlines
- Ability to work and collaborate across departments
- Strong organizational skills
- Ability to maintain confidentiality related to clients and to agency financial and payroll information.
- Ability to interact professionally and courteously with a diverse clientele

Minimum proficiencies in technology:

- Basic to intermediate knowledge of Peachtree (Sage5), QuickBooks or similar accounting software

