



Accounting Associate

Reports to: Finance Manager

Supervisory Responsibility: None

Position Classification: Full Time (37.5 hours/week), Non-Exempt, Hourly

Position Description: Finance position with focus on accounts receivable, accounts payable, cash posting, document compliance, and general accounting operations. Successful candidate will demonstrate accountability, sound judgment, and the ability to identify discrepancies, resolve routine issues independently, and escalate complex matters appropriately.

Position Skills & Qualifications:

- Bookkeeping or other accounting experience
- Bachelor's Degree in Accounting &/or Finance strongly preferred
- 1-5 years' relevant work experience
- Basic knowledge of accounting principles and debit and credit concept
- Strong computer skills, including Excel, Microsoft 365, Teams, Zoom, and other cloud based business software applications.
- Critical thinking skills with focus on efficiency
- Strong analytical and organizational skills with the ability to multitask
- Detail oriented
- Excellent verbal and written communication
- Ability to thrive in a highly customer focused service environment
- Interest in nonprofit financial management
- Mission driven and team oriented
- Bilingual (English and Spanish) preferred, but not required

Duties & Responsibilities:

- Accounts Receivable:
 - Invoicing of recipient and partner accounts
 - Posting and reconciliation of recipient payments, recipient contributions, and partner payments
 - Maintain electronic files
 - Responsible for daily processing and reconciling of credit card payments
 - Support monthly collection efforts
 - Answer recipient phone calls and take payments over the phone
- Accounts Payable:
 - Review of weekly payables to assure proper approvals, budget compliance and GL coding
 - Preparation of weekly payable packet and input into QuickBooks
 - Reconcile accounts and track expenses

- Run weekly checks, obtain necessary signatures and mail
- Utilize “Positive Pay” banking system
- Monthly review of vendor statements
- Maintain electronic vendor files and database
- Responsible for office credit cards are properly documented, approved and paid in a timely manner
- Financial and Accounting:
 - Responsible for making all bank deposits (remotely or in person) in a timely manner.
 - Assist with balance sheet reconciliations
 - Maintain fixed assets schedule
 - Post basic general ledger journal entries and maintain proper supporting documentation
 - Assist with month end closing processes
 - Oversee monthly completion of Key Operating Indices (KOI)
 - Maintain Petty Cash, Gift Cards, Office Stamp inventory
 - Provide support for annual financial audit and tax return preparation
 - Maintain electronic accounting records
- General:
 - Assist with fielding daily office calls regarding recipient payments and issues, daily meal delivery, volunteer issues and general inquiries
 - Maintain a working knowledge of all office software; QuickBooks, SERV tracker, eTapestry
 - Assist with at least 3 POW (Produce on Wheels) events per year held the third Saturday of the month
 - Be a positive team member for MOW and actively participate in MOW functions as requested
 - Other duties as assigned