



Date: 1/2019
Position Title: Accounting Associate
Division: Administration
Level: Level 5-Program Assistant
FLSA Status: Non-Exempt
Reports to: Accounting Manager

Position Summary:

The accounting associate performs a variety of general support tasks in the accounting department. Verifies the accuracy of invoices and other accounting documents or records. Shares responsibility for payables and receivables including general ledger coding, inputting invoices to payable system.

Essential Functions:

- Enters and updates accounting data into computer system (e.g., payroll, expense vouchers, receivables, accounts payable).
- Compiles data and prepares a variety of reports.
- Reconciles records with internal company employees and management, or external vendors or customers to ensure compliance with internal policies.
- Compiles and sorts documents, such as: invoices, time sheets, purchase orders, and supporting documents.
- Assign codes and input data into financial data processing system according to accounting procedures.
- Verify and post details of business transactions, such as: funds received and disbursed to computer spreadsheets and databases.
- Investigate problems that vendors or customers have with obtaining payment for bills.
- Update billing spreadsheets and prepare invoices.
- Prepare Journal entries related to areas of responsibility.
- Perform other related activities, as required, to meet program and agency goals.

Job Requirements:

- Must have ability to understanding and apply accounting theory.
- Must have competency using Microsoft applications including Word, Excel and Outlook.
- Must communicate effectively, orally and in writing.
- Must maintain effective working relationships with co-workers, and supervisors.
- Must be attentive to details, highly organized, able to work well in a fast-paced professional office environment.

Core Competencies:

Computer skills – Skilled in the use of computers, adapts to new technology, learns new programs quickly, uses computers to improve productivity.

Customer service – Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image.

Dependability – Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.

Integrity/Ethics – Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, conveys good news and bad.

Teamwork – Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Position Competencies:

Job Knowledge - Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Personal Organization – Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, manages time well.

Productivity – Manages a fair workload, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Quality – Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

Education/Experience:

Associate degree or equivalent experience or three to five years related accounting experience and training; or equivalent combination of education and experience.

Working Conditions:

General business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, though exempt positions will typically require work to be performed outside general business hours. Work is generally performed in an indoor, professional office environment.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and regularly required to use a keyboard for typing. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee must travel to different locations and must be able to provide own transportation.

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.

Disclaimer: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*