



JOB TITLE: Accounting Assistant

Reports To: Controller
Prepared by: Human Resources

FLSA Status: Exempt
Date: August 2019

SUMMARY:

The Accounting Assistant position will provide general accounting support including monthly financial reporting, monthly reconciliations, annual independent audit preparations, member contribution transactions, accounts receivables and accounts payables, administration of accounting policies and procedures, and perform routine accounting functions. This is a full-time, exempt position which reports directly to the Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Accounting Assistant primary responsibilities include but are not limited to the following:

- Reconciliations, data entry, copying, filing and record-keeping
- Assisting the Finance Department with month end closing, conducting program and annual financial audits
- Monitor and follow up on issues in accounts receivable and accounts payable
- Reviews invoices and expense reports for proper coding and approvals, helping to ensure timely payment of invoices
- Conduct day-to-day accounting activities, including preparing bank and other account reconciliations
- Assists in weekly entry and reconciliation of donor gifts.
- Prepare certain monthly detail reconciliations and account analysis
- Performs accounting and clerical tasks related to the maintenance and processing of contributions transactions and entries to the ACS donor software.
- Enters and/or uploads online member donations, to membership records and/or the general ledger as necessary.
- Review deposit weekly contribution envelope and checks batches for accuracy.
- Receives and prepares invoices for payment; including account coding and data entry, sets up and maintains new and existing vendor files. Verifies completion of all accounts payable transactions and maintains communication with vendors for any discrepancies.
- Assists in processing check requests; codes and processes employee expense and travel reports; prepares and processes check payments.
- Monitors vendor accounts to ensure payments are current and accurate; prepares schedules and reports as requested; assists in end of month closing and the preparation of journal entries.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelor's degree in Accounting is preferred but equivalent experience is acceptable
- 1 – 3 years' experience in general accounting, Non-Profit accounting experience at a 501c (3) organization
- Data entry in membership database systems
- Excellent communication skills
- Skilled in Microsoft Word and Excel
- Ability to work independently

PHYSICAL DEMANDS:

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 sit, use hands to handle, fingers to feel, and talk. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Salary Grade:05

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

How to apply: Please submit a resume and cover letter to, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email careers@alfredstreet.org