

Southwestern Wisconsin Community Action Program, Inc.

Job Description

Job Title: Accounting Assistant

Exempt (Y/N): No

Salary Level: 2

Location: Dodgeville

Department: CSBG

Supervisor: Operations Director

Updated By: Michelle Ripp

Date: 03/4/2019

Approved By: Wally Orzechowski

Date: 04/7/2014

SUMMARY: Overall responsibility for accounts payable, accounts receivable, and journal entries. Will also provide administrative support and answer phones for the agency two days a week and be the backup person for that position when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Maintains records utilizing established accounting principles in accordance with state and federal guidelines.

Maintains the whole accounts payable process for all our programs and process checks weekly.

Create vendors in Accufund database and keep track of W-9's for organization.

May help with bank statement reconciliations and deposit slips.

May help process daily deposits and record in GL monthly.

May help prepare monthly and year end journal entries.

Answers and correctly directs incoming calls, referring calls to appropriate staff, taking and delivering legible messages, and answering routine inquiries. Also, greets clients/customers in a professional manner and assist them to the appropriate program.

File accounts payable checks and answer questions about invoicing as needed.

Help with program audits and yearly audit.

Help with other accounting functions as assigned.

SUPERVISORY RESPONSIBILITIES: None at present time.

QUALIFICATION REQUIREMENTS: 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 essential functions.

EDUCATION and/or EXPERIENCE:

A two year degree in a Business Program or at least 2 years work experience in the accounts payable field.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret, professional journals, technical procedures, or governmental regulations. The ability to write reports, business correspondence, and procedure manuals. The ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

The ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

OTHER SKILLS AND ABILITIES:

The ability to work with persons of diverse education, income, culture, and age levels.

Non-profit or grant funded accounting experience a plus.

Have knowledge of computerized accounting systems and be proficient in Microsoft Word and Excel.

Familiar with OMB Circulars and GAAP Accounting.