

## JOB DESCRIPTION

Title: Accounting Assistant	Reports to: Director of Finance
Department: Administration	Date: December 2021

### **Summary:**

The Accounting Assistant will perform daily accounting tasks such as accounts payable, payroll, inputting data in financial application, reconciling invoices, making reimbursements and other financial transactions that will support the entire agency.

### **ESSENTIAL RESPONSIBILITIES/FUNCTIONS:**

1	Accounts payable processing
2	Maintain organized accounts payable records
3	Prepare and process ACH payments and online bill pay
4	Review all check requests
5	Maintain, secure and reconcile petty cash for the agency
6	Payroll data input and processing
7	Process of employee changes affecting payroll
8	Process loan payments and other loan servicing duties
9	Assist the Director of Finance with data entry for allocations and month-end closing procedures
10	Assist the Director of Finance with annual audit preparation
11	Compile internal management reports from payroll system as needed
12	And other duties as assigned by the supervisor or manager.

### **KEY COMEPTENCIES/SKILLS:**

- Computer literate in Microsoft Word, Outlook and Excel, and ten-key
- Knowledge of key accounting principles, practices and procedures
- Excellent organizational and communication skills
- Demonstrate problem solving and mathematical skills
- Ability to perform multiple tasks
- Ability to handle sensitive, confidential information
- Attention to detail

### **POSITION REQUIREMENTS:**

- Minimum of an Associate's Degree in Business, Accounting or related field
- Minimum of 3 years' experience in accounting, Accounts Payable and/or Payroll

**ADDITIONAL REQUIREMENTS:**

- Attitudes, knowledge and skills to deliver culturally competent services

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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_