

POSTED: 1/16/2023
POSITION: ACCOUNTING ASSOCIATE
DEPARTMENT: Administration
HOURS: 40 (Monday – Friday: 7:30 am – 4:00 pm)



Summary:

The position is responsible for the day-to-day financial transactions related to accounts payable, accounts receivable; processing payroll and maintaining payroll records; and coordinate technology maintenance.

Essential Duties and Responsibilities include, but are not limited, to the following.

- Accounts Payable:
 - Assign purchase order numbers for all agency purchases.
 - Maintain vendor files (assign identifying information, filing, etc.)
 - Coordinate vendor invoices and/or statements with requisition for supplies/expense.
- Accounts Receivable:
 - Process billings of customers and funding sources on scheduled time frame within Account Receivable system module.
 - Follow-up on outstanding invoices by telephone calls or mail.
- Month-end Processing:
 - Perform all computer functions relative to accounts payable/receivable on scheduled time frame, including closing Account Payable and Receivable system modules.
 - Make necessary adjustments to customer accounts.
- Payroll:
 - Process staff and client payroll, produce records/reports, and approvals as required.
 - Complete the payroll profile maintenance related to employee benefits (i.e. health, dental, vision, 401k, etc.)
 - Complete the payroll file maintenance related to staff changes (i.e. new hires, terminations, address and name changes, position, hours, schedules, etc.).
- Technology:
 - Primary contact for basic technology services (i.e. orientation, printer issues, computer problems, etc.).
 - Monitor and follow-up on IT Request Tickets to ensure the timely completion of the request.

Qualifications:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Key Skills:
 - Strong knowledge of acceptable and sound accounting & payroll practices.
 - Organized with an ability to multitask and manage various deadlines.
 - Strong interpersonal, communication, and written skills.
 - Strong analytical and organization skills.
 - Critical thinker with an excellent attention to detail.
 - Possess interpersonal skills necessary to deal effectively with internal and external customers.
 - Baseline knowledge and comfortable with assisting agency staff with technology questions.
- Education and/or Experience: Associate's degree and three years of experience.
- Computer / Technology Skills: Microsoft Outlook, Word and Excel; Adobe Acrobat; accounting (Traverse) and payroll (Paylocity) systems.