

TITLE: Accounting Assistant

FUNCTION: The Finance Assistant's primary responsibility is to provide support to the Finance and HR functions at the Agency. This position will assist with day to day operations to ensure accounts receivable, accounts payable and payroll are processed in a timely and accurately. This position helps to ensure all supporting documents needed to prepare monthly financial statements, monthly/quarterly customer invoices and annual audit are available timely and accurately.

QUALIFICATIONS:

- Minimum 2+ years of experience with accounting systems is required
- Previous experience with accounts receivable, accounts payable and payroll is required
- Experience with Microsoft Office Suites and proficiency with Excel is required
- Attention to detail is required
- Associated Degree in accounting or related field is preferred
- Excellent communication and interpersonal skills
- Non-profit accounting experience a plus

RESPONSIBILITIES AND EXPECTATIONS:

Accounts Receivables

- Prepare bank deposits and assist with monthly reconciliation to development systems as needed

Accounts Payable

- Review vendor invoices and obtain appropriate approvals
- Enter vendor invoices into accounting system for payment
- Prepare vendor checks for mailing

Payroll

- Review employee timesheets for accuracy and approval
- Resolve discrepancies with Managers as necessary
- Enter hours into Paycor, reconciling any issues with employee time off

Monthly Closing and Invoicing

- Prepare documentation for monthly/quarterly grant reimbursement invoices
- Assist with retrieval of documents for year-end audit

Other Requirements

- Promotes teamwork and cohesiveness with WHW's positive work culture

- Affirms the value of diversity, and is respectful of others in regards to/does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation
- To facilitate Agency effectiveness, may be expected to take on other duties assigned

ACCOUNTABILITY: Senior Accounting Manager  
HOURS: Part time  
PAY BASIS: Hourly, Non-Exempt  
BENEFITS: As stated in the current Employee Handbook

CONFIDENTIALITY: Will be involved in confidential personnel and/or other interagency issues. Responsible for client confidentiality.

WHW is an equal opportunity employer. WHW believes in equity and inclusion and welcomes diversity of experience and expression at the Agency in recruitment, hiring, training, compensation and promotion of diverse talent.