Position Title: Accounting Assistant (part time)  
Reports To: Controller

Date: 7/2020  
Department: Finance/Ops

FLSA Status: Non-exempt  
Salary Range: $20 per hour

General Purpose:
This position works directly with the Controller. It is currently a part-time remote position due to the Covid-19 pandemic. When restrictions are lifted, the position may shift to in-office for a portion of the time. The Accounting Assistant will perform various day-to-day accounting functions in accordance with Generally Accepted Accounting Principles.

Essential Duties/Responsibilities:
- Responsible for day-to-day general accounting and bookkeeping functions.
- Perform general journal entries, adjustments and reclassifications, and account and bank reconciliations.
- Assist in preparation of month-end close, including allocating costs across two locations for state and federal grants.
- Complete monthly expense reconciliation for corporate credit cards.
- Serve as primary IT liaison between staff and external IT service provider. Ensure IT infrastructure is always operating.
- Assist Controller in preparation of financial statements, as required, for the Finance Committee and Board of Directors.
- Take and prepare minutes at monthly Finance Committee and Investment Committee meetings.
- Assist in preparation of annual audit requirements.
- Other duties as deemed necessary.
- Serve as emergency and non-emergency back-up support for Controller.

Job Qualifications:

Knowledge, Skill and Ability:
- Knowledge of Generally Accepted Accounting Principles (GAAP) as they apply to not-for-profit corporations.
- Proficient with Excel and MS Office 365.
- Experience with a broad range of accounting software.
- Our current system is Sage 50. Experience with this system is a plus.
• Ability to handle multiple tasks in a fast-paced environment.
• Detail and deadline oriented.
• Excellent verbal and written skills.
• Highly organized.

**Education or Formal Training:**
• Accounting degree

**Experience:**
• A minimum of three years of accounting experience, preferably in a non-profit setting.

**Professional Performance:**
• Adhere to all personnel guidelines of the agency.
• Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role Model” both at and away from the agency.
• Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks.
• Perform all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency guidelines and conforming to the scheduling requirements of the job and program.
• Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
• Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
• Actively strive to upgrade professional skills though engaging in appropriate professional training and experience.
• Actively strive to create and maintain a culturally sensitive and appropriate environment through communication and interaction that demonstrates respect for diversity.

**Inclusiveness Statement**
As an organization dedicated to inclusiveness, BBBSC values and celebrates the diversity and individuality of every child, volunteer, employee, board member, family and community partner.

**Equal Employment Opportunity**
BBBSC strives to make all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, gender, gender expression, marital status, sexual orientation, veteran status, disability, or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact.

**Note:** Nothing in this job specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

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