

Position Description

Accounting Assistant



General Statement of Duties

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, and administration. The position will be involved in preparing fiscal management reports.

Examples of Essential Work

- Accumulates, calculates, posts, balances, and reconciles data for organization accounts, checks against registers, identifies, traces and resolves discrepancies in accounts in accordance with established procedures.
Process claims for payment.
- Prepares/makes journal entries; assists in balancing and closing monthly books in general ledger, revenue and expense accounts, as directed by Director of Finance.
- Prepares accounts payable, runs reports and checks as approved by Administrative personnel.
- Prepares accounts receivable, billings, etc. according to grant or funding source guidelines to allow for efficient cash flow. Reports any overdue or past due accounts receivable to the supervisor.
- Prepares payroll related information, which include but not limited to entering time to payroll software, adding and terminating employees, and entering employees' deduction.
- Prepares periodic, financial, statistical or operational reports as assigned.
- Maintain vendor and customers' files: organize accounting documentation

Examples of Marginal Work

- Assist the supervisor with financial analysis.
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Position Requirements

- Associate Degree in Accounting is minimum required. At least one (1) year experience in non-profit accounting or bookkeeping preferred.
- Proficient in Excel and Accounting Software. Working knowledge of Windows Office Professional.
- Ability to perform mathematics computations accurately and quickly, ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or with frequent interruptions; ability to maintain confidential records professionally.

Description of Work

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

JRC Learning Center JRC Adult Day Center

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