



POSITION DESCRIPTION

Position: Accounting Associate (Non-exempt, Part-Time) 20 hours/week

Reports to: Vice President, Finance **Supervisor Responsibilities:** None

Salary range: \$16.83/hour - \$26.45/hour

Position Summary:

The Accounting Associate is responsible for providing operational, administrative and logistical support to the Vice President of Finance and will be cross-trained to perform all essential accounting functions including but not limited to accounts payable, accounts receivable, grant accounting support, payroll processing and recordkeeping in accordance with organizational policies and procedures.

Essential Duties and Responsibilities include the following, although *other duties may be assigned to meet agency needs*.

Finance Support:

- Review and enter data for all timesheet, mileage, and claims each pay period. Send and maintain correspondence to staff regarding information or corrections needed each pay period.
- Perform data entry and process transactions through the accounting system.
- Assist in compiling and preparing detailed financial statements, reports and data.
- Represent the Vice President of Finance at monthly Board meetings and present the financial report data when requested
- Assist the Vice President of Finance with the year-end closing process, including recording general ledger entries, preparing accruals and reviewing financial statements for accuracy
- Assist the Vice President of Finance with the annual audit preparation and aids in collecting documents during the audit
- Process all incoming checks in preparation for deposit
- Assist with maintaining the document expiry log and notify staff when renewals are due, e.g. car insurance and driver's license
- Process and manage the status of purchase order requests and seek vendor bids when necessary
- Assist in processing accounts payable weekly
- Perform other general office duties such as copying and filing
- Observe safe job practices, maintaining a clean and safe working environment

Minimum Qualifications:

- Bachelor's degree in accounting with a minimum of 2 years related experience; Associate's degree will be considered with commensurate work experience; non-profit experience preferred

- Proficiency in Quickbooks software, MS Office Suite, and essential accounting functions as described above
- Strong organizational skills and detail-oriented with the ability to prioritize and multi-task
- Very good communication skills, both verbal and written
- Insurable driving record with valid driver's license

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