

LOWENSTEIN HOUSE, INC.
JOB DESCRIPTION
ACCOUNTING ASSISTANT

Exempt: No	Grade: 4	Starting Pay Range: \$13.05 - \$15.41 per hr.
Department:		
Supervised By: Business Manager		
Date Last Revised: June, 2017		

POSITION SUMMARY

The Accounting Assistant provides accounting and support services to the fiscal and personnel offices. They are responsible for assisting the Business Manager with all aspects of fiscal operations.

RESPONSIBILITIES

1. Assist in the preparation of payroll and cash disbursements.
2. Assist in compiling, preparing, disbursing and maintaining accounts payable and accounts receivable information.
3. Maintain data for preparation of financial reports and assist in preparation of budgets.
4. Assist Business Manager with verification of fixed asset inventory; update equipment/depreciation schedules as needed
5. Issue purchase orders and verify purchase order paperwork according to policy.
6. Maintain employee's time records; verify comp time, sick and annual leave for employees
7. Assist with the submission of insurance claims; insures accuracy of data; reconciles insurance spreadsheets.
8. Input and upload program data for various funding sources.
9. Receive cash receipts; make bank deposits
10. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM REQUIREMENTS

- At least twelve semester hours of accounting and/or bookkeeping theory and application
- At least two years of payroll, accounts payable or relevant experience
- Familiarity with Microsoft Excel
- Basic typing and computer skills
- Possesses a valid drivers license

OTHER SKILLS AND ABILITIES

- Ability to function with a high degree of initiative, creativity and independence
- Flexible and able to work to meet deadlines

PREFERENCES

- Bookkeeping experience in a non-profit environment
- Familiarity and experience with Quickbooks accounting software