

ICCF
Inner City Christian Federation
Position Description

Job Title: Accounting Assistant
Department: Finance
Reports To: Assistant Controller
FLSA Status: Non-Exempt
Approved: October 2021

SUMMARY

The Accounting Assistant provides support to the finance team to in order to effectively manage the financials for the various entities of ICCF.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Process accounts payable invoices and assist with check run.
- Work with ICCF team members to resolve invoice discrepancies and past due invoices.
- Provide administrative support such as filing and organization.
- Run AP Aging reports for all companies.
- File invoices that have been paid by vendor and the company.
- Month-end bank reconciliations as assigned.
- Process online payments. (ex: Home Depot)
- Manage documentation for funding draws.
- Match credit card receipts to monthly statements and send out individual statements to respective ICCF employees.
- Create and maintain procedural documentation for areas of responsibility.
- Assist finance department with assigned tasks

SUCCESSFUL CANDIDATES WILL POSSESS:

- A high degree of initiative, independence and tenacity; able to identify and prioritize actions towards a goal
- Outstanding organization skills
- Excellent detail orientation
- Strong oral and written communication skills
- Proficient in Microsoft Word and Excel
- Team player, works well in a group setting
- Adaptable
- Capable of routinely performing repetitive tasks with a high degree of accuracy
- Basic understanding of bookkeeping principles
- General awareness of relevant federal and state policies, procedures and regulations
- Previous experience/understanding of work in multiple affiliate/company environment
- Strong mathematical accuracy

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates' degree preferred. 2+ years of experience in accounting: Accounts payable and general ledger, basic understanding and use of GAAP. Prefer previous work experience in a finance, auditing or accounting department. Previous experience in a non-profit environment working with multiple entities a plus. Experience using Peachtree/Sage Accounting Software a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMPENSATION

Salary commensurate with experience.

ICCF offers a benefits package that includes medical/dental/vision insurance, benefit time (vacation and sick leave) and retirement.

Please submit your resume with a cover letter to hr@iccf.org. ICCF is an EEO employer.