

## POSITION DESCRIPTION

**POSITION TITLE:** Accounting Assistant  
**REPORTS TO:** Finance Director  
**SUPERVISES:** N/A  
**FLSA STATUS:** Non-Exempt

### POSITION PURPOSE:

Responsible for accounts payable and accounts receivable

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Accounts Payable/Receivable duties

- Perform coding and data entry for Accounts Payable (A/P) and Accounts Receivable (A/R)
- Coordinate with development department to import donation entries into accounting system and verify accuracy of information
- Process weekly check runs and emergency checks as required
- Coordinate with sub recipient agencies to process payments for rental assistance
- Prepare and make bank deposits
- Research any vendor issues and discrepancies
- Ensure there is proper backup for all expenditures
- Maintain files for A/P and A/R
- Ensure that payables and receivables meet the requirements of GAAP and SOS Accounting Policies and Procedures
- Collect/file proper tax forms from vendors
- Process annual 1099's
- Perform other tasks requested by supervisor as needed

#### AGENCY RESPONSIBILITIES:

- Actively support the SOS commitment to diversity in all areas and responsibilities
- Uphold and ensure appropriate enforcement of all agency policies and practices
- Participate in community relations and outreach tasks as directed and required
- Participate in educational opportunities to ensure working knowledge / competency of the duties of this position

#### BASIC QUALIFICATIONS AND REQUIREMENTS:

- Associate's degree in Accounting, Finance, or related field
- Two years of relevant experience
- Working knowledge of accounting systems (e.g., ABILA)
- Knowledge's of principles and practices of Accounting
- Ability to create and maintain a chart of accounts
- Problem analysis and problem resolution
- Ability to plan and manage multiple projects
- Ability to work under pressure and meet accounting deadlines
- Effective written, verbal and organizational skills
- Ability to use an adding machine for a variety of accounting functions
- Proficiency in Microsoft Word, Outlook, Excel, is required
- Ability to perform mathematical functions
- Ability to perform independently and to work in a team environment, to put personal preferences aside for the good of the team

- Ability to lift 40 lbs
- Ability to sit for a long periods of time
- Handle confidential information with discretion
- Work with minimum supervision
- Ability to set up and maintain an organized and neat work environment
- Ability to communicate effectively with people from diverse backgrounds and with individuals from all levels of the organizations
- Willingness to perform tasks immediately when requested
- Attention to detail and accuracy are essential
- Possess valid Michigan Driver's License and auto insurance that meets agency requirements
- Commitment to vulnerable populations
- Maintain compliance with the Substance Free Work Place Act, the Privacy Act and Federal, State, and local laws regarding professional standards of conduct

I have read, understand, and accept my responsibilities as articulated in the above job description.  
(Please sign and return to the Human Resource Director).

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Employee's Signature

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Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.