

Job Description

Position Title: Accounting Support Assistant
FLSA Status: Non-Exempt

Position Summary:

Under general supervision of the Director of Accounting, supports the Accounting/Finance Department to provide accurate and timely reports, payroll, payables, and other accounting functions as needed for the Paso del Norte Health Foundation (Health Foundation) and Paso del Norte Community Foundation (Community Foundation) (collectively Foundations). Also serves as support for all areas of customer service.

General Duties and Responsibilities

Handle a combination of accounting tasks related to financial data entry and processing accounts payable activities for the Foundations.

- Financial data entry and perform reconciliations and reports as directed.
- Compile all invoices for appropriate documentation and approval.
- Maintain check log data.
- Assemble checks for mailing.
- Perform filing and copying.
- Scan supporting documents and maintain print and electronic file system.

Perform tasks to support payroll processing activities.

- Serve as the backup for payroll preparation.
- Research and prepare reports as requested.

Assist in the preparation of meetings facilitated by the Accounting/Finance Department.

Greet and assist personnel and visitors in person and over the phone.

- Serve as backup for front desk coverage (includes processing daily mail and cash receipts).
- Direct general phone inquiries to the appropriate staff and/or provide requested information.
- Handle in a professional and courteous manner.
- Develop and foster professional association with clientele.

Special projects as assigned or needed.

Qualifications:

Education and Experience: An Associate's degree in business or accounting required, and a minimum of three (3) years of progressively complex administrative and accounting experience.

Knowledge, Skills and Abilities:

- Knowledge and understanding of general principles and practices of accounting and payroll.
 - Knowledge of good customer service techniques.
 - Proficiency in excel spreadsheets.
 - Knowledge of computer applications and office equipment.
 - Knowledge of office record keeping procedures.
 - Ability to organize, schedule and perform assigned duties in a timely manner.
 - Ability to pay attention to detail and produce high-quality work.
 - Ability to work cohesively with staff.
 - Knowledge of good customer service techniques.
 - Clear and concise written and verbal communication skills.
 - Proficiency of English grammar, spelling and punctuation.
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Physical Requirements / Work Conditions:

- Occasional evening and weekend work may be required.
- Work conducted in office environment.
- Repetitive motion in the operation of computer.
- Frequent sitting required; occasional standing, bending and stooping.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.