



## POSITION DESCRIPTION

**Job Title:** Accounting Assistant – Part Time

**Reports To:** Director of Accounting

### GENERAL DESCRIPTION:

The Accounting Assistant position is an integral part of the Accounting Team and will be assisting with all areas of accounting. Primary responsibilities will focus on accounts payable functions and journal entry preparation. This detail-oriented individual will take full ownership of the position, possessing knowledge of general accounting principles and strong Microsoft Excel skills. This position requires an excellent communicator that displays a positive, proactive attitude, strong organizational skills, and the ability to prioritize and multi-task.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Accounts Payable*

- Process weekly accounts payable procedures for outside vendors
- Assist with Expensify reimbursement process
- Assist with annual financial statement audit, cash receipt and disbursement testing
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#### *Month-End Accounting*

- Bank statement/reconciliation file maintenance
- Daily bank account balance reporting
- Accounting (MIP) and Donor System (DP) systems reconciliation
- Maintain Discretionary Fund detail reports
- Run Accounting System back up reports
- Work with Director of Accounting to prepare monthly financial reports

#### *Budget Process*

- Assist with annual Budget Process
- Prepare Budget Adjustments



**QUALIFICATIONS:**

- A Christian active in a local evangelical church, required
- High level of proficiency in Microsoft Office, advanced in Excel, required
- Sage 50 or other non-profit accounting software experience, preferred
- Prior work experience within a non-profit environment, preferred
- Associate's Degree or higher in Accounting or related discipline, preferred

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- Extreme attention to detail for all tasks
- A self-motivated individual who can work under stress and meet deadlines
- Works well in a supportive role with a team mentality but can also take ownership of the role
- A positive attitude and open mind that approaches problems from all angles
- Exceptional work ethic, with strong values and principles - takes opportunities to go above and beyond
- Ability to process large amounts of data with high attention to detail and accuracy
- Ability to thrive in a deadline-driven environment

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