

TITLE: Accounting Assistant

FUNCTION: The Finance Assistant's primary responsibility is to provide support to the Finance and HR functions at the Agency. This position will assist with day to day operations to ensure accounts receivable, accounts payable and payroll are processed in a timely and accurately. This position helps to ensure all supporting documents needed to prepare monthly financial statements, monthly/quarterly customer invoices and annual audit are available timely and accurately.

QUALIFICATIONS: Minimum 2+ years of experience with accounting systems is required. Previous experience with accounts receivable, accounts payable and payroll is required. Experience with Microsoft Office Suites and proficiency with Excel is required. Attention to detail is required. Excellent communication and interpersonal skills are preferred along with a strong professional persona.

Associated Degree in accounting or related field is preferred. Non-profit accounting experience a plus.

#### RESPONSIBILITIES AND EXPECTATIONS:

##### Accounts Receivables

- Record incoming cash receipts (ACH, credit card and checks) into the MIP accounting system
- Prepare bank deposits and assist with monthly reconciliation to Development systems

##### Accounts Payable

- Set-up new vendors as necessary
- Obtain and track W-9s
- Reconcile credit card statements with supporting documents
- Review vendor invoices and obtain appropriate approvals
- Enter vendor invoices into accounting system for payment
- Prepare vendor checks for mailing

##### Payroll

- Review new hire paperwork for accuracy to ensure all required documents are received
- Enter new employees into Paycor
- Review employee timesheets for accuracy and approval
- Resolve discrepancies with Managers as necessary
- Enter hours into Paycor, reconciling any issues with employee time off

#### Monthly Closing and Invoicing

- Assist Chief Financial Officer with accounts payable, accounts receivable monthly reconciliation
- Assist Chief Financial Officer with documentation preparation for monthly/quarterly invoices
- Assist Chief Financial Officer with year-end audit preparation

#### Other Requirements

- Promotes teamwork and cohesiveness with WHW's positive work culture
- Affirms the value of diversity, and is respectful of others in regards to/does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation
- To facilitate Agency effectiveness, may be expected to take on other duties assigned

ACCOUNTABILITY: Chief Financial Officer  
HOURS: Full Time  
PAY BASIS: Hourly, Non-Exempt  
BENEFITS: As stated in the current Employee Handbook

CONFIDENTIALITY: Will be involved in confidential personnel and/or other interagency issues. Responsible for client confidentiality.

WHW is an equal opportunity employer. WHW believes in equity and inclusion and welcomes diversity of experience and expression at the Agency in recruitment, hiring, training, compensation and promotion of diverse talent.