# ACCOUNTING ASSISTANT

**REPORTS TO**: Business Manager

**STAFF SUPERVISED**: Not applicable

**GENERAL STATEMENT OF DUTIES**: Working under the supervision of the Business Manager, the Accounting Assistant is responsible for maintaining the organization’s payroll records and maintaining all accounts payable.

The position is also responsible for coordinating and monitoring of personnel issues.

Conduct Accounting /Record Keeping work to include:

1. Submitting Worker’s Compensation forms for Huron facilities;
2. Calculating and processing employee payroll;
3. Calculating required transfers for payroll tax liabilities, deposits for voluntary

 pension and voluntary deductions and garnishments;

1. Maintaining leave benefit schedules and balances;
2. Preparing quarterly and annual payroll reports as required by governmental

 and other agencies;

1. Reconciling general ledger accounts associated with payroll liabilities and

 expenses;

1. Preparing monthly accrual reports for earnings and accrued liabilities;
2. Submitting payables to appropriate supervisors for authorization;
3. Coding and inputting all invoices for payment;
4. Reports newly hired part time and full time employees to the Department of Labor;
5. Reports terminated employees to administration office for payroll purposes
6. Paying bills as necessary on a weekly basis, with one large accounts payable run on the 15th of the month;
7. Reconciling accounts payable trial balance and submit a report to Business Manager each month and at the end of the year;
8. Preparing the excel worksheet for yearly company pension census and submit it to the Business Manager; and, Preparing the company W-2’s and 1099’s at calendar year end.
9. Assisting in office communications including but not limited to:
10. Reading current compliance issues for Payroll and updating the Business Manager on changes in responsibilities of Organization;
11. Coordinating inter-agency communications including relaying messages, using the telephone, distributing mail and other materials;
12. Providing assistance to Associate Director and Supervisors in handling and documentation of personnel issues;
13. Be alert for and significant information, events and data and communicate such information to the Business Manager; and,
14. Do employment verifications while safeguarding confidential personnel information;
15. Carry out activities necessary to maintain general record organization to include:
16. Maintaining uniform filing systems for payroll, accounts payable and personnel files;
17. Alerting the Administrative Office Manager when payroll and accounts payable supplies need to be ordered; and,
18. Maintaining a filing system for storage of old personnel, payroll, and accounts payable files.

**QUALIFICATIONS**: Minimum qualifications for this position include a two-year Associate’s degree in accounting or a closely related field. Additionally, two years of work experience involving work in applied accounting practices is also required. Applicants must possess a valid driver’s license and be insurable. They must also pass criminal records checks and clear child abuse/neglect screenings. All applicants must be able to read, speak and write the English language effectively.

**ABILITIES TO PERFORM ESSENTIAL FUNCTIONS:** This position requires applicants to posses abilities that enable them to perform office, clerical, computer and record keeping work of varying degrees of complexity. Specific abilities include but are not limited to:

1. An ability to operate word processing and computer equipment and programs;
2. An ability to operate other routine office equipment such as telephone systems, fax machines, copy machines and postage machines;
3. An ability to do light lifting such as boxes of paper, office supplies and to do light re-arranging of equipment such as desks, computers and shelves;
4. An ability to maintain confidential information;
5. An ability to drive safely;
6. An ability to organize and maintain records; and,
7. An ability to occasionally adjust work hours to be responsive to peak work load demands.

Applicant Affirmation: I have reviewed this job description including its duties, qualifications, education requirements and ability requirements.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_