



ACCOUNTING ASSISTANT

Title: Accounting Assistant

Reports to: Controller

Summary: The Accounting Assistant plays a key role on the two-person accounting team for a national nonprofit organization based in Colorado Springs. This is a full-time, Mon-Fri, non-exempt position. Occasional hours on evenings and weekends may be required for special events. Generous benefits, including health, dental and 401k.

Duties and Responsibilities

- Administers all accounts payable processing.
- Issues and maintains Great Plains requisitions and purchase order systems.
- Audits invoices against purchase orders, researches discrepancies and approves for payment. Investigates problems that vendors or purchasing agents have with obtaining payment for bills.
- Prepares checks, reports and other records, and reviews for accuracy.
- Monitors accounts payable and receivable to ensure that payments are up to date.
- Maintains credit card purchases/payments, posting to A/P cash and weekly excel reports for board.
- Assists employees, vendors and customers by answering questions related to accounts, procedures and services, receivables, payroll and more.
- Coordinates the purchase of office supplies.
- Prepares daily receipts and checks for deposits; prepares bank deposits.
- Prepares monthly bank reconciliation, researches discrepancies and prepares adjusting entries.
- Provides administrative support for the Controller.
- Inputs payments into membership database.
- Creates invoices and sends statements monthly.
- Assists with annual audit as appropriate.
- Coordinates annual charitable registrations for multi-state requirements.
- Maintains and tracks employee vacation and sick leave. Collects time sheets and prepares final list for payroll.

Skills and Qualifications

- Minimum of 3 or more years accounting experience.
- Thorough knowledge of financial and accounting practices and procedures.
- Understanding of accounting in the nonprofit sector.
- Ability to meet multiple deadlines.
- Excellent oral and written communication skills.
- Requires interfacing with a diverse group of individuals; must be gracious about interruptions.
- Capacity to maintain confidentiality.
- MS Office and Great Plains proficiency; comfortable learning new databases.
- Ability to multi-task.
- 10 key by touch.
- Attention to detail is a must.

Apply with resume and salary requirements to dmuehleisen@money.org. No phone calls, please.