
Job Description

We are looking for an Accounting Assistant to perform daily accounting tasks that will support our financial team. Accounting Assistant responsibilities include managing expense reports and reimbursements, entering financial transactions into our internal databases and reconciling invoices. If you have an Accounting degree and are interested in gaining experience in bookkeeping procedures, we'd like to meet you. Ultimately, you will help our Accounting department run smoothly, ensuring transparency and efficiency in all transactions.

Responsibilities

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

Skills

- Work experience as an Accounting Assistant or Accounting Clerk in non-profit field preferable
- Knowledge of basic bookkeeping procedures as well as grant management and allocations
- Familiarity with finance regulations
- Good math skills and the ability to spot numerical errors
- Hands-on experience with MS Excel and accounting software (e.g. QuickBooks)
- Organization skills
- Ability to handle sensitive, confidential information
- BSc/Ba in Accounting, Finance or relevant field

EEO/DFWP

Job Types: Full-time

Pay: Based on experience

COVID-19 considerations:

Should you prefer a phone or virtual interview, we will work with you.