

Accounting Assistant

The Accounting Assistant handles EvanTell's day-to-day bookkeeping and HR functions as well as assigned administrative tasks. This position reports to the CFO. The position averages 40 hours per week.

Responsibilities and Duties

- Responsible for bookkeeping functions of the organization including payroll, deposits, A/P and A/R management, Project Costing.
- Supports CFO with account management such as account reconciliations, periodic GL adjustments, and cross-checking all transaction entries
- Maintains high integrity of systems and processes and ensures best practices
- Together with CFO, continuously seeks out and find optimal use of accounting software
- Proactively delivers reports and information to CFO
- Assists CFO with audits and information dissemination to officers, board and agencies
- Ensures good standing with ECFA
- Continuously implements and improves self-auditing functions
- Purges, organizes and maintains digital and paper accounting files
- Initiates and maintains state solicitation registration updates
- Monitors supply levels and purchases supplies as authorized by management
- Post jobs and coordinate interview processes
- Onboard new hires, keeping employee records up to date, processing employee's status changes
- Administer benefits, such as health insurance, etc.
- General administration and coordination of HR-related items
- Other duties and responsibilities as assigned by the CFO

Experience, Skills, and Abilities

Experience and Skills:

- Bookkeeping: 2 years (Required)
- Microsoft Excel: 2 years (Required)
- Quickbooks: 2 years (Required)
- Exceptional attention to detail and communication and organizational skills
- Associate's or Bachelor's degree preferred
- Excellent problem solving and people skills
- Administrative and organizational skills

Ability to:

- Perform assigned duties with attention to detail, speed, accuracy, follow-through, and courtesy
- Work with minimum supervision
- Communicate accurately and clearly both orally and in writing
- Learn and adjust to new software and procedures rapidly
- Work well with all levels of management