

Full Job Description

Accounting Assistant Job Description (\$30-\$35/hr) Full time job.

- Process bank account reconciliations.
- Process FACTS tuition Management account reconciliations with Quickbooks.
- Collect the documents Paid by Mustang Athletic Club and post the transactions in QuickBooks.
- Support the monthly close process, including doing journal entries, account reconciliations, financial statements, prepaid assets, Deferred tuition, and accruals.
- Assist the Director of Finance in running the reports and collecting the information for preparing the budget.
- Prepare annual 1099 filings.

- Review vendor invoices for appropriate documentation and clarifies items, prices, and receiving signatures prior to payment.
- Code vendor invoices, expense reports, and Check requests for entry then enter in Accounts payable.
- Cut the vendor checks per the check run processed by the Director of Finance.
- Support vendor relationships by keeping detailed records of all vendor contracts and maintaining accurate vendor profiles, including payment details and W9 Information.
- Track down receipts for school monthly credit cards, code the expenses, process, and reconcile.
- Credit Card accounts in QuickBooks.

- Track the spending of all departments for budget purposes.
- Send follow up and reminder letters/emails to collect past due tuition fees and delinquencies.
- Balance office petty cash box.
- Deposit checks and cash received in the bank and post them in QuickBooks on daily basis.
- Assist in special projects assigned by Director of Finance.

Qualifications and skills required:

- Bachelor's degree or Associate Degree in accounting, and 3 years experience in an accounting environment.
- Experience in Non-profit organizations is preferred.
- Proficiency with Quickbooks.
- Proficiency with Microsoft Office (Mainly Excel).
- Ability to prioritize tasks to meet deadlines.
- Ability to investigate, analyze, and solve accounting problems.
- Good communication skills and ability to relay information to internal and external parties.
- Detail oriented, helpful attitude, passion and enthusiasm, and good organizational skills.

Benefits:

- Retirement Plan begins following completion of the first full year of employment.

- Health insurance

- Dental insurance

- Vision insurance

- Life Insurance

- Paid time off

Job Type: Full-time

Pay: \$30.00 - \$35.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Physical Setting:

- Office

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Petaluma, CA 94952: Reliably commute or planning to relocate before starting work (Required)

Experience:

- QuickBooks: 2 years (Required)