



Accounting Assistant

Job Description

Program:	Administration
Reports To:	Director of Finance
Location:	Administrative Office
FLSA Status:	Non-Exempt
Position Status:	Regular Full Time

Position Summary

The **Accounting Assistant** provides direct support to the Director of Finance and the Accountant. Performs bookkeeping/accounting tasks as well as special projects. Will also provide some general office support.

Essential Functions

- Process all accounts payable - determines correct general ledger expense accounts and allocations by site, classroom, department and program.
- Perform monthly credit card reconciliations and the cost allocations.
- Prepare checks for signature and file with supporting documentation.
- Stay current on the rules and regulations regarding proper use of State and Federal Grant funds for Head Start purposes.
- Assist staff when necessary regarding proper coding of expenses and federal and state policies regarding purchases
- Prepare for and assist with audit.
- Responsible for monthly student tuition invoicing to parents, voucher billing to the City of Seattle and DSHS.
- Responsible for check deposits to the appropriate bank.
- Stay current regarding payroll processes and changes in procedures and serve as primary back-up for payroll.

Additional Responsibilities

- Maintain confidentiality for all matters of a sensitive nature.
- Assist with copying, filing and other general office tasks.
- Assist the Administrative office team as needed.
- Assist with other accounting functions at the discretion of the Director of Finance, and as needed.

Skills, Competencies and Experience

- AA Degree in accounting or business required, Bachelor's degree preferred.
- At least two years prior experience in accounting.
- Ability to interpret state and federal Head Start policies and regulations.
- Sustained concentration and attention to detail and accuracy.
- Working experience with MIP (accounting software), cost allocations preferred.
- Computer proficiency to include MSWord & Excel
- Payroll experience preferred (Paychex application a plus).



- Bilingual in English and another language (Spanish, Cantonese, Mandarin, Somali, or Vietnamese) preferred.
- Current or former Head Start parent preferred.
- Ability to interact positively with a varied clientele; in person, on the phone and through other mediums.
- Ability to show initiative by anticipating agency and management needs and respond to them in a timely and professional fashion.
- Excellent problem-solving skills detailed oriented.
- Ability to complete complex assignments independently.

Physical Demands and Working Conditions

Physical Demands: To perform the job the employee is frequently required to talk, hear, stand and walk, use hands and fingers for typing and other computer use.

Working Conditions: The work is typically performed in an office environment, with low to moderate noise level.

The physical demands described here must be met by an employee to successfully perform the essential functions of this job. The working conditions are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions