

**Job Title:** Assistant Accountant

**Reports To:** Accountant

**Job Type:** Part-time (24 hours/week)

**Location:** Paradise, PA

## **Key Responsibilities:**

### **1. General Ledger Support**

- Prepare and post journal entries under supervision
- Assist with monthly and year-end closings
- Reconcile assigned accounts such as bank, credit card, and petty cash
- Maintain schedules for prepaid expenses, fixed assets, and depreciation

### **2. Accounts Payable and Receivable**

- Process vendor invoices, staff reimbursements, and credit card reports
- Assist in issuing payments and maintaining records of outstanding bills
- Record incoming donations, grants, and event revenue
- Prepare invoices and track receivables as needed

### **3. Payroll Processing**

- Collect and review employee timesheets or hours worked
- Prepare and process payroll through payroll software or service provider
- Maintain payroll records and assist with payroll-related journal entries
- Respond to staff payroll inquiries and support year-end reporting (e.g., W-2s, 1099s)

### **4. Financial Reporting Assistance**

- Help prepare internal financial reports for management and departments
- Support grant tracking and donor reporting as needed
- Assist with audit prep and documentation for external review

### **5. Administrative & Compliance Support**

- Maintain organized financial and payroll files
- Assist with vendor setup and compliance (e.g., W-9s, contract documentation)
- Support adherence to internal financial controls and nonprofit policies

### **6. Accounting Policy & Procedure Compliance**

- Understand and follow the organization's accounting policies and procedures
- Apply proper fund accounting practices in accordance with GAAP and nonprofit standards.

**Basic Requirements:**

- Agreement with the organization's Statement of Faith, vision, and mission
- A committed Christian with clear and strong sense of calling
- Bachelor's degree (B. A.) from a four-year college or university in accounting; or equivalent combination of education and experience. Passed all CPA exams is preferred.
- Demonstrated effective interpersonal skills with evidence of spiritual maturity.
- Proven ability to organize with detail and goal-directed orientation.
- Experience in preparing fully reconciled and adjusted trial balances and producing complete financial statements with footnotes for annual external audits
- Ability to carry out basic human resource duties such as answering questions about salary and benefit administration and referring specific salary questions to the director of administration and finance.