



JOB DESCRIPTION

POSITION TITLE: Accounting Assistant
REPORTS TO: Controller
EFFECTIVE DATE: August 2025

Summary/Objective

The Accounting assistant will be responsible for providing support to the accounting department by completing routine clerical and accounting tasks.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Finance Support:

- Monitor Accounts Payable invoices for payment by tracking through the approval process and entering in accounting software with appropriate coding
- Timely printing of AP checks, obtaining signature(s), and mailing checks to vendors
- Receive, draft correspondence, and collect payment for all Returned Checks and ACH's
- Actively participate in the donation intake process: tasks include mail intake, scanning, and coding donations for upload into donor database. Preparation of deposit tickets for bank processing or creation of remote deposit activity into the bank account(s), as per financial reporting timelines
- Create and maintain cash receipts, including invoice creation, payment processing, and reconciling receipts for the deposit, as per financial reporting timelines
- Accurate maintenance of vendor and customers records
- Oversee petty cash funds distribution and reconciliation, as per financial reporting
 - timelines
- Update weekly reconciliation file to tie donations to bank deposits and enter deposits into software
- Managing usage, reconciliation, and receipt accumulation for business credit card accounts (Amex), as per financial reporting timelines
- Assist with monthly and ad hoc financial reporting
- Support annual budget preparation and data entry
- Assist with yearly processing of 1099 NEC documents
- Aid with annual audit workpaper preparation and pull supporting documents as requested
- Works independently on routine and assigned bookkeeping and accounting tasks as directed by the Controller
- Assist with any other finance related administrative tasks, including filing

Job Description: Accounting Assistant

Payroll:

Process bi-weekly staff payroll
Coordinate with Human resources to ensure all documentation is current and accurate
Reconcile payroll and benefit journal entries, as per financial reporting timelines
Review of year-end W2's and payroll system closing activities
Ensure all staff receive Year end documentation necessary for us to fulfil tax filing obligations

PMMC Pension Administration:

Provide support to all PMMC Pension Plan participants
Process all stages of pension election forms
Coordinate mailing of Annual Funding Notice to all Plan participants by April 30
Research census data information as needed for Actuary to complete annual actuarial report

Required Skills/Abilities:

- Must be reliable and extremely trustworthy.
- Must be proficient in MS365, and at least familiar with AkoyaGo Business Central (Microsoft accounting software), Smartsheet's or related programs.
- Must be open and able to learn other accounting software systems if necessary.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.

Competencies

1. Job knowledge
2. Judgement and problem solving
3. Self-Management
4. Technical Skills
5. Project leadership
6. Collaboration and relationship skills
7. Teamwork
8. Quality
9. Support of Diversity
10. Customer Service
11. Communication
12. Creativity

Supervisory Responsibility

None

Work Environment

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing may be required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time, exempt salary position. The position requires a minimum of three days of in-office work and allows for two days' maximum remote work.

Travel

This position may require travel for off-site meetings and learning opportunities.

Required Education and Experience

- High school diploma with relevant experience required; Business or Accounting degree preferred
- Payroll experience required

Preferred Education and Experience

- Experience in foundation, or non-profit preferred.
- Certified Accounts Payable Professional (CAPP) certification preferred.

Additional Eligibility Qualifications

Necessary computer skills include MS365, familiarity with Business Central (Microsoft accounting system) and AkoyaGo.

Salary: \$55,000 - \$65,000; commensurate with experience

Work Authorization/Security Clearance (if applicable)

Must be a citizen or permanent residence of the United States of America

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Foundation-wide specifics

1. Is familiar with Foundation's mission and vision
2. Attend weekly staff meetings
3. Comply with all Foundation policies and procedures
4. Demonstrate flexibility in response to unexpected changes in workload, staffing and scheduling
5. Perform all other related work as requested by President, Board members and Committee Chairs
6. Apply principles of confidentiality to all Foundation matters