

Full job description

Job Overview

The Accounting Assistant will support the Director of Finance in managing day-to-day financial operations, focusing primarily on accounts payable and receivable. This role requires attention to detail, proficiency in accounting software, and the ability to handle financial data accurately and efficiently. The ideal candidate will have a strong background in accounting practices, experience with financial management software, and a proactive approach to supporting the finance team.

Responsibilities

Accounts Payable:

- Process vendor invoices, verify accuracy, and prepare payments in a timely manner.
- Reconcile vendor statements and resolve discrepancies promptly.

Accounts Receivable:

- Prepare and issue invoices to members and other parties.
- Record payments, apply them to appropriate accounts, and follow up on outstanding balances.

Data Entry and Record Keeping:

- Maintain accurate and up-to-date financial records using financial management software.
- Assist in preparing data for monthly and annual financial statements and reports.

Administrative Support:

- Manage filing systems, both digital and physical, for financial documents.
- Assist the Director of Finance with other clerical tasks as needed.
- Assist with inventory, database and record maintenance.
- May assist with mail distribution, answering telephones, and other clerical tasks.

Financial Reporting Support:

- Help prepare financial summaries and reports for internal review.
- Assist with data collection and analysis for budgeting and forecasting.

Education:

- Associate's degree in Accounting or Finance preferred.

Skills

- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks efficiently and accurately.
- Excellent financial acumen with the ability to analyze data effectively.
- Manage club, member and employee information with integrity and confidentiality.
- Effective communication skills for interactions with club members and other departments.

Experience:

- Minimum of 3 years of accounting or bookkeeping experience.
- Proficiency in QuickBooks Online and Excel is strongly preferred.
- Familiarity with financial management software is highly beneficial.

Job Type: Part-time

Pay: \$18.50 - \$24.00 per hour

Expected hours: 20 – 25 per week

Ability to Commute:

- Spring Lake, MI 49456 (Preferred)

Ability to Relocate:

- Spring Lake, MI 49456: Relocate before starting work (Preferred)

Work Location: In person

Apply On-line with Indeed:

https://www.indeed.com/viewjob?jk=b0f8b515c3ce4e12&from=shareddesktop_copy

