



# The Kitchen, Inc.

<b>Job Title:</b> Accounting Assistant	<b>Department:</b> Administration	<b>Supervisor:</b> Director of Accounting
<b>Supervisory Responsibility:</b> No	<b>FLSA Status:</b> <i>Part-time</i> Non-exempt, Hourly (25-30 hours)	<b>Pay Rate:</b> Based on experience

## Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

## Summary:

The focus of this position is to process and enter accounts payable/receivable and to support the Director of Accounting in daily department needs.

## Major Areas of Responsibility:

- Ensure compliance of coding and approval process of accounts payable
- Process and enter accounts payable data
- Process and enter accounts receivable data
- Maintain files and organization in the accounting department
- Provide support for the Director

## Specific Job Responsibilities:

- Process and enter accounts payables
- Process and enter accounts receivables
- Ensure all check requests for rent and/or utilities are filled out completely prior to processing
- Print check payments for approval
- Enter all transactions in the current accounting system (Abila)
- Manage W9's and ensure one is on file for all vendors
- Responsible for checking in/out petty cash cards
- Reconcile accounts per Director of Accounting
- Maintain filing system
- Good communication skills
- Other duties as assigned

## Job Requirements:

### Education and Experience

- Associates degree or equivalent from two-year college or technical school, preferably in accounting, finance, or other related area.
- OR four to five years of verifiable bookkeeping experience and/or training
- OR equivalent combination of education and experience
- Experience working with accounting software

### Knowledge

To perform this job successfully, an individual should have:

- Mid level of knowledge is needed in Spreadsheet software and Word Processing software, as found in Microsoft office suite (Excel/Word).
- A mid-level of knowledge in Microsoft Outlook email, calendar, and task planning software is a must.
- Knowledge of business ethics and common practice.



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## Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to develop and follow policies and procedures; maintain confidentiality; complete administrative tasks correctly and on-time; support and uphold organization's goals, mission, vision, and values
- Ability to hold self-accountable working with minimal supervision; prioritize, plan, and direct work activities using time efficiently

## Essential Skills

- Job Knowledge - Competent in required job skills and knowledge; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topic.
- Communications – Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Use of technology – Demonstrates required skills; adapts to new technologies.
- Cooperation – Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations.
- Teamwork – Contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives.
- Business Acumen – Understands business implications of decisions; aligns work with strategic goals.
- Organizational Support – Follows policies and procedures; supports organization's goals and values.
- Strategic thinking understands organization's strengths and weaknesses; identifies external threats and opportunities.
- Adaptability – Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.

## Other

- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply



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## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly required to talk or hear via the phone or in person.
- Frequently required to sit for long periods and use hands to finger, handle, or feel.
- Regularly required to mobilize in the work environment/office and reach with hands and arms.
- Occasionally climb or balance and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, and regular use of computer monitor.

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Signature

Print Name

Date