

SOUTHERN ARIZONA AIDS FOUNDATION

ACCOUNTING ASSISTANT JOB DESCRIPTION

Scope of Work: The Accounting Assistant is responsible for administrative duties and data entry for the finance team for payroll, accounts payable, credit card transactions, vendor and file maintenance, and general ledger activity. The Accounting Assistant position is a full time, 40 hours per week non-exempt position, which may include some weekends.

Functional Responsibilities:

- Responsible for filing and maintenance of all financial records.
- Responsible for maintenance of vendor records.
- Responsible for obtaining supporting documentation for check requests.
- Process and distribute checks.
- Pulls required monthly billing backup.
- Prepares various worksheets/schedules needed for monthly billings.
- Enters credit card transactions and performs monthly reconciliation.
- Assists in the payroll process as needed.
- Reconciles monthly bank accounts.
- Prepares and posts adjustments to the accounting records.
- Prepares check requests for recurring payments.
- Runs errands as necessary (bank runs, deliver or pick up checks, etc).
- Assists with financial aspects of fundraising events.
- Acts as backup for the Accounting Associate.
- Performs other duties as assigned.
- Reports to the Director of Finance.

Minimum Qualifications:

- Two years of experience performing administrative functions.
- Ability to organize and prioritize work, perform multiple tasks, meet deadlines, identify and resolve problems and coordinate work efforts with other staff members.
- Self-starter with strong attention to detail who can work autonomously.
- Proficient in Microsoft Word and Excel.
- Have access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Sensitivity to cultural and personal differences.

Preferred Qualifications:

- Knowledge and experience of general accounting concepts.
- Effective oral and written communication skills.
- Ability to ten-key by touch.

Compensation: Minimum salary \$15.00/hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: Not before January 7, 2019.