



Accounting Assistant

Reports to: VP, Finance & Operations
Job Type: Non-Exempt / Hourly
Salary: \$19-\$20 per hour
Schedule: Tuesday – Friday 8:30am – 5:00pm (32 hours per week)
Location: Truckee, CA (this is not a remote work position)

POSITION SUMMARY

The Accounting Assistant provides support to the Organization and VP of Finance & Operations through a range of administrative and accounting tasks. As an integral part of the Organization, this position works to assist the Accounting and Finance Department with the daily, weekly, monthly, and annual financial processes and reporting.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Review, verify, and process Accounts Payable invoices.
- Reconcile vendor statements.
- Review, verify, and process employee expense reimbursements.
- Audit and reconcile credit card statements and commercial buyer accounts.
- Dispute and/or resolve billing errors and erroneous charges including fraudulent credit card charges with vendors or issuing bank.
- Respond to vendor inquiries.
- Process and ensure timely delivery of vendor payments.
- Setup and Maintain vendor and subcontractor accounts and files including W-9's, Certificates of Insurance, and verification of licenses.
- Assist with annual preparation of 1099's.
- Process Accounts Receivable invoices.
- Prepare grant/contract progress billing and required documentation.
- Maintain grant and contract files including grant and contract tracking.
- Process customer payments.
- Respond to customer inquiries.
- Prepare and post deposits.
- Post in-kind donations.
- Process accruals, allocations, and adjusting journal entries.
- Collect and review time records for accuracy and supervisory approval.
- Perform appropriate payroll deductions, withholdings, and wage garnishments as required.
- Payroll Processing.
- Maintain employee, payroll, and PTO records.
- Maintain accounting files and records including archiving and shredding.
- Compile reports and summaries of department/program/project activity and grant billing.
- Perform filing, general administrative tasks, and light errands (i.e. mailings, bank deposits, etc.)
- Assist with front desk coverage during Operation Manager's breaks and time off.
- Performs other duties and special projects as assigned.

MINIMUM SKILLS & QUALIFICATIONS

- Must be at least 18 years of age.
- High School Diploma or equivalent.
- Previous experience in grant/contract billing, accounts payable, accounts receivable, payroll, and other general bookkeeping functions.



- Experience using QuickBooks preferred.
- Proficiency in Microsoft Office.
- Ability to use standard office equipment (computer, phone, fax, copier, printer, calculator, etc.)
- Must have a strong attention to detail.
- Excellent time management and organizational skills.
- Excellent oral and written communication skills.
- Enthusiasm, team focused, and strong interpersonal skills.
- Ability to work independently as well as with a team.
- Possess tact, diplomacy and flexibility.
- Must be able to follow internal control and organizational policies.

REQUIREMENTS

- Must possess a valid driver's license, clean DMV record, reliable personal vehicle, and liability insurance.
- Must have the ability to maintain confidentiality and integrity of financial data and sensitive information.

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability).
- Continuously and Repeatedly:
 - Finger/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, feel, use hand-eye coordination, use foot-hand-eye coordination, reach at shoulder or below, hear, talk, and sit.
 - Near vision
- Frequently:
 - Reach above shoulder, stoop, kneel, balance, bend, twist body, turn body, walk, and stand.
- Occasionally:
 - Midrange vision, far vision, depth perception, color vision, field of peripheral vision
 - Use a ladder, lift, carry, push, or pull a minimum of 25 lbs.
- Must be able to work in shared office space with 1-2 other employees.
- Typical office environment conditions and noise levels.
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions.

TO APPLY:

Please email your cover letter and resume to careers@sierrabusiness.org with the position title in the subject line.

Sierra Business Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, gender identity, age, national origin, disability, genetics, marital status, sexual orientation, or protected veteran status, as well as any other characteristic protected by federal, state, or local law.