

# SUPPORT & DEVELOPMENT

# ACCOUNTING ASSISTANT

REPORTS TO: ACCOUNTING CLERK

RELATES CLOSELY WITH: FINANCE TEAM, CAMPUS TEAMS, S&D STAFF

CLASSIFICATION: PART-TIME//HOURLY// 20-25 HOURS PER WEEK

The Accounting Assistant supports the general operation of the Finance Department by performing a variety of tasks primarily including posting of deposits, assisting donors, and bank reconciliations. Duties will include a variety of clerical tasks as well as giving treats to various canines in the office.

## PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of his Word, and models a commitment to developing the character of Christ
- Understands and supports Flatirons vision and values; uses that vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Committed to continual growth: spiritual, personal, professional; and invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

## PROFESSIONAL QUALIFICATIONS

- Minimum of 2 years prior bookkeeping or transferable experience preferred.
- Basic knowledge of bookkeeping and accounting principles.
- Excellent communication and problem-solving skills.
- High level of attention to detail and accuracy.
- Ability to adapt to changes in work environment.
- Ability to maintain a high level of confidentiality and handle situations with discretion, diplomacy, and tact.
- Welcomes feedback, contributes to building morale and connection amongst teams of people, puts success of team above own interest.
- Time management - balances individual and team responsibilities, shows initiative and strong work ethic.
- Strong computer skills with high proficiency in Microsoft Excel.
- Experience preferred in:
  - Rock RMS
  - Shelby Next
  - Expensify

## PRIMARY RESPONSIBILITIES

- Processing bank deposits weekly.
- Assisting donors with managing Rock RMS accounts and general inquiries.
- Tracking, processing, and reconciling monthly credit card statements.
- Assisting accounting staff with bank reconciliation and accounts payable.
- Basic clerical duties.
- Other responsibilities as assigned