



Accounting Assistant

Job Summary: ALFA is looking to fill a temporary **(6 months)** Accounting Assistant position to compute, classify, and record numerical data to keep financial records complete and accurate. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. The candidate may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Duties and responsibilities include but are not limited to the following:

- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations. Receive, record, and bank cash, checks, and vouchers.
- Code documents according to company procedures.
- Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.
- Reconcile or note and report discrepancies found in records.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Bookkeeping, Accounting, and Auditing Clerks Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Match order forms with invoices, and record the necessary information.
- Prepare and process payroll information.
- Answer telephones to direct calls or provide information.
- Code data or other information.
- Collect deposits, payments and/or fees.
- Execute other financial transactions as necessary.
- File documents or records.
- Maintain financial or account records.



- Monitor financial information.
- Operate computers or computerized equipment.
- Operate office equipment.
- Prepare cash for deposit or disbursement.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Reconcile records of sales or other financial transactions.
- Search files, databases or reference materials

Requirements

- BA or BS in a relevant field; or
- Associate Degree with 2 years of experience in a relevant field; or
- 4 years experience as an accounting assistant, bookkeeper or
- Other equivalent combinations of relevant education and experience.
- Completed covid-19 vaccination series

Physical Requirements

- Must be willing and able to spend long periods of time in stationary position working at a computer
- Must be able to lift at least 25 pounds

Compensation and Benefits

Generous Health & Dental Insurance

- Life Insurance
- Paid Holidays
- PTO/Vacations
- Retirement Savings Plan with Employer Contributions
- Salary Range \$16.00 - \$18.27 USD/Hour

This position is non-exempt from overtime compensation.

ALFA is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.



To Apply:

For consideration for this position, please submit a resume and cover letter detailing your interest in ALFA and this position, including “Accounting Assistant” in the subject line, to:

employment@alfainfo.org

Please note that due to the high volume of applications, we cannot respond to all correspondence received.

Please note that this opportunity position is full-time temporary, candidates are expected to work from 8 am to 5 pm Monday through Friday. Candidates will be eligible for FT benefits after 90 days of employment.