

# Accounting Assistant

## Part time (up to 30 hours weekly)

### I. Duties: Supporting Finance Director and Payroll:

- Daily bank deposits preparation
- Daily processing and confirmation of payments made via court website
- Daily correction of any cashier or other errors and voiding incorrect receipts
- Assist with Monthly balancing of all bank accounts
- Monthly purchasing of supplies
- Monthly collection of unpaid fines and costs
- Assist in Transmitting employees' hours worked, vacation and sick time to Payroll Clerk for payroll and distribution of benefits
- Trouble shoot all employee benefit issues and assist Payroll clerk
- Support duties related to accounts payable and accounts receivable functions
- Assist with preparation of financial and statistical statements and reports
- Analyze financial information in order to identify discrepancies
- Research and resolve discrepancies in a timely fashion
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Compile and prepare routine reports and summaries
- Other responsibilities as assigned

### II. Qualifications for Accounting Assistant

- At minimum, an Associate's degree in Accounting, Bookkeeping, Finance, or similar field. Bachelor's degree preferred. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting experience
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of priorities while meeting deadlines
- Work Remotely - No

**Job Type: Part-time/Up to 30 hours weekly**

**Salary: \$16.00 - \$18.00 per hour**

Schedule: Monday to Friday (flexible)

COVID-19 considerations: Per CDC Guidelines.

Ability to commute/relocate:

- Garfield Heights, OH 44125: Reliably commute or planning to relocate before starting work (Preferred)

Work Location: One location

**Interested parties, please send resume to: [jsowers@garfieldhts.org](mailto:jsowers@garfieldhts.org)**