

## **Part-time Accounting Assistant**

The Afterschool Alliance is a non-profit organization seeking for a part-time (full-time potential) accounting assistant to provide accounting support.

### **Job Description:**

The general tasks and activities for this position will include a variety of routine calculation, posting and verifying tasks including, but not limited to:

- Data entry for Account Payable, Account Receivable, and Cash transactions. This includes entry and allocating of payable invoices, creating and maintaining receivable invoices, payments, and receipts.
- Maintain electronic vendor files creating new entries, updating existing information, and properly registering 1099 vendors.
- Perform routine clerical duties, such as maintaining, grants files, invoices, contracts, and other indexed records arranged in a file according to the established accounting system.
- Assist with month, quarter, and year-end financial reports.
- Assist with annual financial audit.
- Assist the Director of Finance and Administration on different accounting duties as assigned.

### **Requirements:**

- Bachelor's degree in accounting or equivalent.
- Knowledge of GAAP of non-profit accounting and financial reporting.
- Must be organized and detailed oriented.
- Proficient in Microsoft Office, spreadsheet.
- Experience in Great Plains - Solomon accounting software a plus.
- At least 2 years of accounting experience preferred.

This position reports directly to the Director of Finance and Administration.

**Salary:** Salary per hour is based on experience.

**Type:** Part-time. Average 15 hours per week.

**Deadline to Apply:** Open until filled.

**To Apply:** Send résumé and cover letter to:

Afterschool Alliance

1616 H Street, N.W., Suite 820

Washington, DC 20036

**Fax:** (202) 347-2092

**E-mail:** [info@afterschoolalliance.org](mailto:info@afterschoolalliance.org)

*The Afterschool Alliance is an equal opportunity employer.*