



Job Description

Position Title: Accountant I
FLSA Status: Non-Exempt

Position Summary: Under general supervision of the Director of Accounting, supports the Accounting/Finance Department with a variety of recordkeeping & reporting services for the Paso del Norte Health Foundation and Paso del Norte Community Foundation (collectively Foundations).

General Duties and Responsibilities:

Handle a combination of accounting tasks related to financial data entry and processing accounts payable/receivable activities for the Foundations.

- Handles cash & cash related transactions, prepares bank deposits, records daily deposit entries & maintains an accurate database.
- Maintains accurate vendor records.
- Monitors availability of funds, accurately reviews and codes vendor invoices for payment.
- Addresses and responds to vendor inquiries.
- Assists in the preparation of financial reports, researches and resolves discrepancies in a timely manner.
- Performs month-end and year-end reconciliations to ensure financial documents are accurate.
- Provides assistance and support in year-end audits and preparation of tax forms.
- Provides assistance and support to Human Resources and Fund Development.
- Supports accounting operations by filing documents, and other administrative tasks.
- Travels in town to bank, post office or other as needed.
- Performs miscellaneous job-related duties as assigned.

Qualifications:

Education and Experience: An Associate or Bachelor's degree (preferred) in business or accounting. Must have a minimum of three (3) years of progressively complex administrative and accounting experience preferably with a non-profit organization. Must have knowledge and proficiency in MS Office, accounting and fundraising software.

Knowledge, Skills and Abilities:

- Knowledge and understanding of general principles and practices of accounting.
- Knowledge of cash management principles and/or procedures.
- Strong organizational, and attention to detail skills.
- Proficiency in Microsoft applications.
- Ability to perform mathematical calculations quickly and accurately.
- Ability to quickly learn to operate new accounting software, and office equipment.
- Ability to handle multiple tasks and responsibilities simultaneously.
- Ability to work with and maintain information confidential and possess integrity.
- Ability to independently schedule and perform work.
- Ability to effectively communicate in verbal and written form to prepare and present complex accounting and financial reports.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and public.
- Maintain a flexible attitude toward changing priorities and assignments, including other duties as necessary.

Physical Requirements / Work Conditions:

- Occasional evening and weekend work may be required.
- Work conducted in office environment.
- Repetitive motion in the operation of computer.
- Frequent sitting required; occasional standing, bending and stooping.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.