

**Position Title:** Accounting Support Assistant  
**FLSA Status:** Non-Exempt

## Position Summary:

Work under the direction of the Director of Accounting, supports the Accounting/Finance Department to provide accurate and timely reports, payables, and other accounting functions as needed for the Paso del Norte Health Foundation (Health Foundation) and Paso del Norte Community Foundation (Community Foundation) (collectively Foundations). Also serves as support for all areas of customer service.

## General Duties and Responsibilities

Handle a combination of accounting duties primarily related to Accounts Payable and Accounts Receivable.

- Financial data entry, processing transactions, posting to the appropriate ledger, and reviewing for accuracy in accordance with the Foundations' policy and procedures.
- Properly code invoices for payment using the chart of accounts and monitoring the departmental budgets.
- Prepare monthly and annual financial reports related to Accounts Payable.
- Reconcile the accounts payable ledger, research and resolve discrepancies in a timely manner.
- Prepare monthly departmental budgets.
- Maintain and keep accurate check logs and bank check registers.
- Maintain an organized electronic file system.
- Perform counts and ensure inventory is accounted for and reported according to the Foundations' policy.
- Work closely with the accounting team and provide support with the audit, budgeting, and month end closings.
- Assist in the maintenance and troubleshooting of the accounting software.
- Maintain confidentiality of all financial and personnel data.

Assist in the preparation of meetings facilitated by the Accounting/Finance Department.

Serve as backup for front desk duties.

- Greet and assist personnel and visitors in person and over the phone.
- Process daily mail, cash receipting, and coordinating meetings (to include gathering documents and attending to logistics).
- Maintain a positive and professional attitude at all times.

Special projects as assigned or needed.

## Qualifications:

**Education and Experience:** An Associate degree in business or accounting required, and a minimum of three (3) years of progressively complex administrative and accounting experience.

## **Knowledge, Skills, and Abilities:**

- Knowledge and understanding of general principles and practices of accounting.
- Proven work experience in Accounts Payable or similar role.
- Good math skills and the ability to spot numerical errors.
- Hands on experience with MS Excel and accounting software.
- Knowledge of computer applications and office equipment.
- Knowledge of office record keeping procedures.
- Ability to organize, schedule and perform assigned duties in a timely manner.
- Ability to pay attention to detail and produce high-quality work.
- Ability to work cohesively with staff.
- Ability to manage a variety of priorities while meeting deadlines.
- Clear and concise written and verbal communication skills.

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## **Physical Requirements / Work Conditions:**

- Occasional evening and weekend work may be required.
- Work conducted in an office environment.
- Work extensively at a computer workstation.
- 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.