



**Position Title:**  
**FLSA Status:**

**Accounting Support Assistant**  
**Non Exempt (Part Time or Full Time)**

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### **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.

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### **General Duties and Responsibilities**

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

- Financial data entry, perform reconciliations and assist with the month end closing.
- Compile all invoices for appropriate documentation and approval.
- Properly code all invoices for payment using the chart of accounts and monitoring the departmental budgets.
- Process outgoing payments in compliance with financial policies and procedures. Prepare monthly and annual financial reports related to accounts payable.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted. Manage payments in a timely and orderly manner.
- Assure that the imaging of invoice supporting documents is completed in a timely and correct manner. Maintain an organized electronic file system.
- Maintain and update check logs and bank check registers.
- Work closely with the accounting team and others to resolve expense discrepancies.
- Assist the accounting team with audit support and other accounting duties as necessary.

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

Handle a combination of administrative duties related to the Operations Department.

- Serve as backup for front desk coverage.
- Schedule conference room meetings.
- Serve as backup for IT, equipment setup and virtual meetings.

Special projects as assigned or needed.

### **Qualifications:**

**Education and Experience:** An Associate's 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.
- Knowledge of good customer service techniques.
- Proficiency in excel spreadsheets.

- 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 multi-task and meet deadlines. Clear and concise written and verbal communication skills.
  - Proficiency of English grammar, spelling and punctuation.
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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.