

GIRL SCOUTS OF EASTERN MASSACHUSETTS

POSITION DESCRIPTION

Position Title: Accounting Associate

Reports to: Chief Financial Office

Position Grade: 10

Position Summary

The Accounting Associate position is responsible for maintaining concise, accurate records of council financial transactions utilizing an integrated accounting system.

Key Responsibilities

1. Adheres to council-defined internal financial controls and policies to ensure that the council's assets are protected.
2. Performs the accurate and timely completion of daily accounting functions utilizing an integrated accounting system (e.g. cash receipting, cash disbursements, accounts payable, general ledger journal entries, etc.).
3. Performs reconciliations of general ledger accounts; analyzes and investigates discrepancies to ensure accurate recording and reporting.
4. Maintains supporting schedules, as needed, utilizing spreadsheet application.
5. Administers the collection process for NSF checks and past due accounts.
6. Produces financial reports to support data entry and assist with issues from other staff.
7. Utilizes appropriate cost allocation and account code formats when processing check requests.
8. Maintains accurate, detailed and thorough files concerning council financial transactions, records and reporting.
9. Assists in ensuring that accounting and related business processes are effective and efficient; provides input for improvement to streamline operations.
10. Provides back-up support to retail shop operations as needed.
11. Provides professional, quality customer service to donors, members, volunteers, staff, and other community contacts.
12. Performs other duties as assigned.

Skills and Qualifications

- Five years of previous bookkeeping experience preferred.
- Prior experience with a financial accounting system.
- Proficient in the use of Microsoft Windows and Office software, a calculator and a copier.
- Ability to work independently and with limited supervision.
- Self-motivated and willing to learn new skills.
- Ability to effectively identify, analyze and solve problems.
- Ability to communicate clearly orally and in writing.
- Ability to handle high volume tasks (e.g. computer data entry).
- Demonstrates accuracy and thoroughness; ensures quality of work.
- Strong understanding of accounts payable.
- Must have sound accounting training and knowledge.
- Excellent organizational and multi-tasking skills.
- Able to work with diverse populations.
- Valid driver's license and access to a motor vehicle.
- Must be able to occasionally travel to GSEM offices outside of Boston.
- Must be customer service focused for both internal and external customers.
- Position is part time, 20-25 hours per week.