THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Accounting Assistant STATUS: Nonexempt

# REPORTS TO: Controller DATE: August 2016

# Position Summary:

Responsible for general bookkeeping and accounting functions to include recordkeeping, accounts payable, reimbursements, journal entries, filing and correspondence. Assists in maintaining the integrity of financial reporting, internal accounting, tax reporting, and adherence to financial policies and procedures. Works on special projects as assigned by Controller and Vice President for Finance.

# Responsibilities Include:

* Processes accounts payable and expense reimbursement requests. Posts journal entries. Files and maintains general department files.

* Reconciles checking accounts, custody account, and petty cash.
* Processes grant payments and grant stock transfers.
* Processes fixed assets purchases and retirements. Maintains fixed asset database.
* Prepares flash reports, monthly financial statements, and budget vs. actual reports. Distributes daily performance.
* Processes tax payments and assists in filing tax returns. Prepares form 1099 MISC and tax schedules.
* Responsible for record retention maintenance and procedures.
* Responsible for monitoring and filing investment manager and taxing authority correspondence.
* Assists with the preparation of committee agenda books.
* Assists with budgeting, preparing audit work papers and annual financial statements as needed.
* Assists with tracking limited partnership correspondence (review and filing), records partnership tax information, assists in basis tracking, and drafts additional forms.
* Updates procedures.
* Prepares correspondence and mailings to vendors, photocopies records, and filing.

**Other Duties and Assignments:**

Other duties as may be assigned by the Controller, Senior Accountant and Vice President for Finance to fill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Controller. Regular interaction with other employees to gather information. Occasional contact with custodian, limited partnerships, vendors, and grantees.

**Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; effectiveness of communications and development of good working relationships with management, co-workers, and outside vendors; professional workplace appearance and conduct; understands and adheres to Foundation policies and procedures; ability to keep Foundation information confidential; detail oriented and accurate; willing and able to provide ideas for process improvement; problem solver.

**Knowledge, Skills and Abilities:**

Bachelor’s degree in accounting or finance, Associates Degree, or comparable years of experience in an accounting role in a general office environment. Familiarity with nonprofits is advantageous. Working knowledge of accounting and bookkeeping, accounting software, and solid spreadsheet development and management skills.

This position requires analytical, communication, and organizational skills, and medium to advanced spreadsheet/database skills. Ability to identify and escalate issues, meet deadlines, adapt and adopt to new technology.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Controller or Vice President for Finance. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date