



## POSITION PROFILE

**TITLE: Accounting Assistant**

**REPORTS TO:** Senior Director of Finance & Grant Administration

**DEPARTMENT:** Administration

**STATUS:** Full-time, Non-Exempt

**SUMMARY:** Works with the Senior Director of Finance & Grant Administration to carry out the day to day accounting and bookkeeping functions of the organization including timely and accurate general ledger entry, invoicing, and accounts payable. Serves as program administrator for the Emergency Food and Shelter Program (EFSP), reviewing and approving applications to provide rental assistance to qualifying residents. Also assists with grant administration duties such as maintenance of contracts and other support documents, tracking of expenses to the grant and monthly/quarterly reporting.

### **CORE COMPETENCIES:**

- Excellent written and verbal communication skills with the ability to organize and plan
- Ability to work well with members in a team environment
- Must be able to work independently and be an innovative thinker
- Proficient in Microsoft Office, with advanced knowledge in excel
- Strong data entry skills with attention to detail
- Quick learner
- Ability to multi-task and meet deadlines

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recording of financial transactions into general ledger
- Responsible for monthly and quarterly invoicing of customers per contract terms
- Properly code and enter invoices into ledger for payment according to payment terms
- Perform monthly reconciliations of accounts
- Process payments received and ensure proper allocation in general ledger
- Processing of vendor payments in accordance with Accounts Payable policy
- Manage financial activities calendar to ensure timely grant reporting
- Ensure all financial activities are implemented in accordance with policies and procedures
- Review EFSP applications in accordance with program guidelines to determine eligibility and submit payment requests
- Work with caseworkers at partner agencies to resolve EFSP related client issues
- Serve as the liaison between the local EFSP, the local recipient organizations, and the national EFSP board
- Attend local EFSP board meetings
- All other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree in Accounting or Business Administration
- Minimum of 2 years of accounting or business administration experience
- Non-profit industry experience a plus
- QuickBooks experience desired

**HOW TO APPLY:** Submit cover letter, resume and 3 references (at least 2 professional) to:

**ATTN: Human Resources**  
HandsOn Central Ohio, 1105 Schrock Rd, Suite 100, Columbus, OH 43229  
[hr@handsoncentralohio.org](mailto:hr@handsoncentralohio.org)

**Posting Deadline: April 18, 2019**

*HandsOn Central Ohio is an Equal Opportunity Employer*