



<b>Title:</b> Accounting / Payroll Assistant	
<b>Department:</b> Finance/Operations	<b>Supervisor:</b> Exe. Director Operations
<b>Hours/Week:</b> Full Time (Start-up)	<b>Pay Range:</b> \$20-27/hour
<b>Benefit Eligibility:</b> TBD	<b>Job Class:</b> non-exempt
<b>Schedule:</b> TBD	<b>Location:</b> North County San Diego

## JOB SUMMARY

The Accounting Assistant will provide general financial and accounting assistance to the financial department through a combination of administrative and accounting support, performing mid-level functions with little or no supervision. The scope and nature of these functions require well-versed accounting and financial practices and procedures.

## KEY RESPONSIBILITIES

### Payroll Administrator:

- Calculate payable hours, tax withholdings, and deductions.
- Manage timekeeping systems and manually collect and review timesheets.
- Provide information and answer employee questions about payroll-related matters.
- Prepare and process quarterly payroll tax filings.
- Process year-end W2/W9 filings.
- Maintain understanding of labor rules and regulations.

### Accounting Assistant:

- **Income/Deposits:** Code and enter financial transactions from the online giving platform, post various donation transactions to automated accounting systems.
- Assist in posting and maintaining the general ledger for specific accounts and designated funds.
- Prepare fund account deposits, assist in account analysis and account coding for reconciliation of specific accounts and designated funds, promptly researching and correcting any variances.
- **AR/Expenses:** Process and update selected employee expense reports, review rules for compliance, and track expenses as they relate to ministry scope.
- Prepare, record, and maintain accurately, and in accordance with ministry procedures, accounting records such as income and expense transactions and journal entries.
- Identify exceptions and problems affecting accounting records and certain accounts, communicating the same to management, and assisting in their resolution.
- Scan, file, and log accounting documents and maintain digital and physical financial records.
- Request and process W-9 forms from new vendors for account-specific funds.
- Work to achieve cross-training in applicable areas where directed.



## QUALIFICATIONS:

- Degree in Accounting/Finance or, in lieu of degree, 5+ years of relevant experience.
- A self-starter with strong analytical skills, work ethic, independence, problem-solving ability, effective communication skills, and a positive attitude.
- Ability to select and compile data for statements, expenditures, revenues, accounts, and reports with exceptional attention to detail and strong knowledge of general bookkeeping procedures.
- Excellent verbal and written communication skills.
- Excellent multitasking skills with strong organizational skills and the ability to prioritize tasks.
- Highly developed attention to detail.
- Strong time management and numerical aptitude skills.
- Willingness to thrive in team environment and pitch in where needed to help the team succeed.
- Innovative approach to solving problems with a solution-driven mindset.
- Ability to handle sensitive and confidential information a MUST.

## SKILLS/EXPERIENCE/ABILITIES

- Familiarity with bookkeeping and basic accounting procedures.
- Competency in MS Office, database/accounting software and regulatory practices and GAAP.
- Hands-on experience with spreadsheets and financial reports.
- Ability to detect inconsistencies and analyze financial records and transfer information.
- Self-motivated and self-directed with strong prioritization and data entry skills with accurate and precise attention to detail.
- Strong aptitude for numbers, spreadsheets, and financial reports.
- Ability to use 10-key by touch/ accurate data entry, handle high volumes of data.
- Provide accounting and clerical support to the Finance department.
- Research, track, and restore accounting or documentation problems and discrepancies.

## APPLICATION PROCESS:

Interested candidates are invited to submit the following:

- A cover letter outlining relevant experience and interest in the position.
- A detailed resume.
- Contact information for two professional references.

Please send your application materials to [[hr@redeemersd.org](mailto:hr@redeemersd.org)]