



## POSITION DESCRIPTION

**TITLE:** Accounting Assistant  
**REPORTS TO:** Director of Finance & Administration  
**FLSA STATUS:** Part-time (25 hours a week), Hourly

### JOB DESCRIPTION

This position requires a highly organized, self-motivated person to support the Finance Department for Traverse Connect in a range of responsibilities including, but not limited to, bookkeeping, reporting, reconciliation and administration. This individual will work up to 25 hours per week.

### KEY RESPONSIBILITIES

Include but not limited to the following:

- Generate and distribute monthly investment invoices
- Generate miscellaneous invoices as requested
- Create and maintain fee items and general ledger accounts in CRM software
- Work with Investor Engagement department to create fee schedules for high level investors
- Write off any uncollectible invoices in CRM software
- Monthly reconciliation of accounts receivable
- Record all cash receipts and generate daily report of payments received including cash, checks, ACH and credit cards
- Daily export of accounts receivable activity from CRM software to accounting software
- Process accounts payable including: get approval from appropriate team member; code invoice with accurate expense account; enter into accounting software; and notify Director of Finance when payments are due
- Monthly reconciliation of company credit cards
- Monthly reconciliation of all bank accounts
- Record monthly loan payments in accounting software for Venture North Funding & Development (partner organization)
- Monthly reconciliation of accounting software and loan servicing software
- Assist Venture North staff with miscellaneous reporting needs
- Notify Director of Finance of any adjusting journal entries needed
- Assist Director of Finance with preparing and follow up for meetings
- Handle confidential information with a high degree of professionalism
- Assist Director of Finance with special projects
- Organize, maintain, and manage efficient file system for the Finance department
- Assist with annual audit
- Other duties as assigned

## **QUALIFICATIONS**

The professional who serves as the Accounting Assistant must satisfy the criteria listed below. These skills are general in nature and therefore not inclusive of all attributes.

Ideally, the Accounting Assistant should:

- Previous experience in a professional office environment
- An associate's degree or equivalent combination of education and work experience in bookkeeping
- Excellent knowledge of Microsoft Office products, specifically Excel
- Experience in accounting software, preferably QuickBooks
- Experience using CRM software

## **Personal Characteristics**

- Expert time management
- Strong attention to detail and organization skills
- Self-motivated with the ability to work independently
- Excellent verbal, written, analytical, and interpersonal skills;
- Positive and team-oriented individual;
- Ability to work on multiple projects, meet deadlines, organize and prioritize assignments

## **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and move items up to 20 pounds.

This position will work a combination of in office and virtually, which is subject to change according to future occupancy restrictions.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **BENEFITS**

- Competitive wage
- 401K Retirement
- Group health and dental insurance
- Flexible Spending Account
- Aflac supplemental insurance
- Life and AD&D insurance
- PTO
- Employee Assistance Program

Please send cover letter and resume to [jobsearch@traverseconnect.com](mailto:jobsearch@traverseconnect.com) by October 2, 2020.