



Job Description

Job Title: Accounting Associate

Work Location: AZCEND office, California Street

Division/Department: Finance

Reports to: Finance Director

Full-time
 Part-time
 On-Call

Exempt
 Nonexempt
 Temporary

Work Schedule: This position works primarily business hours on weekdays, subject to periodic variation and changes.

Position Summary: Prepare and maintain accounting documents and records.

Essential Duties and Responsibilities include the following, other duties may be assigned:

- Provides accounting support to the Finance department, including data entry, claims preparation, and billing support. Compile billings for reimbursement.
- Prepare and maintain accounting documents, spreadsheets, and records.
- Manage financial and program logs.
- Check accuracy of reimbursable expenses.
- Conducts a variety of clerical tasks including computer work, managing phone calls, filing, copying, printing, and using office equipment.
- Coding bills.
- Review and reconcile discrepancies.
- Assist with grant calendar.
- Keep accurate records in accordance with company standards.
- Prepares and organizes financial and contract files to ensure compliance with regulations and policies.
- Assist with internal or external audits, if requested.
- Assist the Development Director with donor data entry, fundraising events, in-kind acknowledgement letters, mailing projects, and preparation of reports.
- Input data into the accounting software system.
- Support administrative duties as necessary.
- Exercises confidentiality, sensitivity, and professionalism and upholds company values and goals.

Duties and responsibilities may change or new ones may be assigned at any time with or without notice.

Education and/or Work Experience Requirements:

- High school diploma or general education degree.
- Accounting experience preferred.
- Ability to understand and apply the principles and procedures of bookkeeping and accounting practices.
- Strong communication skills.
- Detail oriented; attention to detail.
- Ability to multi-task and prioritize.
- Must possess a current Arizona driver's license and have been continuously licensed for the past three years.
- Must possess a vehicle to use for work activities.

- Driving experience with appropriate driving record per AZCEND's insurance company.
- Must be 21 years of age or older or less than 80 years of age and the ability to carry insurance coverage at \$100,000/\$300,000.
- Must be able to obtain a Level One fingerprint clearance card from DPS and pass a Central Registry background check.

Physical Activities and Demands:

- Constantly
 - remain in a sedentary position primarily involving sitting.
 - move about to accomplish tasks or moving from one work site to another.
 - adjust or move objects up to 20 pounds.
 - communicate with others to exchange information, via use of computer, software systems, email, and phone.
 - utilize vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - repeat motions that may include the wrists, hand, and/or fingers.
 - assess the accuracy, neatness, and thoroughness of the work assigned.
 - perform the essential job functions consistent with the ADA and other federal, state and local standard in a safe and successful manner.
 - maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.
- Occasionally
 - operate a motor vehicle.
 - move self in different positions to accomplish tasks in various environments including tight and confined spaces.

Environmental Conditions:

- The Accounting Associate's work environment entails work performed in an office setting.

Approved By:

Approved Date:

Print Employee Name:

Employee signature:

Date: