



## **Accounting Assistant Job Description**

**Job Title:** Accounting Assistant  
**Staff Category:** Accounting  
**Reports To:** Jim Edwards

We are seeking talented people to join our spiritual community as full-time residents and members of our staff or as local commuters. Bring your gifts to the community and enjoy an environment that supports creative expression in work and living. As a resident, you will participate in the spiritual life of the community. You will help us to build our center as a teaching and demonstration site for thriving community. Enjoy the paid holidays and delicious farm-to-table meals cooked daily by our talented chefs!

### **SUMMARY:**

Assistant to CFO, Accounts Payable and Accounts Receivable. Credit card, fleet and inventory management.

### **JOB RESPONSIBILITIES:**

Enter credit card receipts; assist in creating and finding purchase orders, getting them approved when necessary; reconcile credit card purchases; handle data entry; assist the CFO, Accounts Payable and Accounts Receivable; handle inventory management and count inventory; manage fleet records; possibly assist with weekly budgets.

### **SKILLS & EXPERIENCE:**

Experience with QuickBooks preferred; MS Office, especially Excel; internet skills; working with merchant services, banking, paying sales tax, handling email, etc.; pleasant and patient demeanor, good phone skills, excellence in dealing with a wide range of people; and contacting employees and their managers regarding purchases on credit cards. Some repetitive work involved.

### **OTHER DETAILS:**

Flexible Full Time  
Five days a week