Accounting Assistant

Qualifications:

* High school diploma or equivalent.
* AA degree or Technical degree preferred.
* Knowledge of computer and data entry.
* A minimum of two years experience in accounts payable/receivable, and pay roll processes.

Position Specific Job Functions and Competencies:

1. Professional Demeanor

* Responds to the needs of the public, staff, contractors and vendors in a service friendly manner.
* Applies skills that demonstrate the promotion of a productive team environment.

2. Knowledge of Job

* Prepares and processes Accounts Payable.
* Audit invoices for correctness. Contact vendors to ensure invoice accuracy and removal of sales tax as needed.
* Utilize appropriate accounting codes.
* Prepares and enters correcting journal entries as needed for the Comptroller review.
* Make online purchases that have been approved by proper chain of command.
* Monitors and maintains contractual relationships with vendors and lessors.
* Monitors budgets and prepares budget modifications as necessary or requested.
* Assists and provides backup for monthly preparation of financial reports.
* Maintains Employee Payroll Allocation File.
* Maintains Expense Allocation File and vendor allocation files.
* Prepares and processes payroll.
* Prepares correcting Journal Entries as needed for Comptroller review prior to General Ledger

update.

* Provides backup for grant reporting as needed.
* Performs any and all tasks in Department when required due to vacation or illness.
* Assist COO and CEO as requested on special projects.
* Assist Human Resources as necessary with Personal Action Forms and special projects.

3. Initiative

* Seeks out and engages in activities that assist managers and staff
* Participates in the development of activities that will improve functionality and efficiency

4. Planning and Organizing and Quality of Work

* Maintains fiscal records in an orderly and easily retrievable manner
* Prepares and processes purchase order requisitions accurately and expeditiously
* Assists with maintaining records to meet audit requirements
* Ensures that payments to vendors, contractors, staff and participants are processed in a timely and accurate manner
* Assist in maintenance of filing systems

5. Communication

* Maintains an effective communication with other agency staff
* Models communication that promotes a team attitude across the agency
* Maintains and transmits data and information in a manner that protects data integrity and ensures confidentiality
* Communicates up the chain of command about current and potential issues of concern in a timely manner

6. Decision Making

* Responds to situations in a manner that is fair and reduces conflict
* Trouble shoots issues and problems
* Seeks consultation and assistance as needed and appropriate

7. Safety and Security

* Ensures the security of confidential employee information
* Ensures the security of petty cash, checks, and other monies received

Organizational Work Expectations:

1. Have a working knowledge of and comply with appropriate laws, rules, administrative policies and procedures related to your specific program.
2. Coordinate activities with your immediate supervisor and keep him/her updated on trends and changes.
3. Ensure that work performance is in accordance with CDS, Inc.’s program-specific policies and procedures.
4. Provide appropriate documentation of activities.
5. Initiate and maintain all paperwork in compliance with appropriate rules and regulations.
6. Participate in the management information system.
7. Maintain open communication and positive working relationships with agency personnel, volunteers, interns, community partners and the general public.
8. Work cooperatively to promote the corporate identity and scope of CDS, Inc., and associated service sites.
9. Maintain a level of quality customer service, which results in customer satisfaction.
10. Participate in interagency and intra-agency committees as approved by your supervisor or designee.
11. Participate in CDS, Inc. staff meetings, professional development and training, as instructed by your supervisor.
12. Participate in maintaining the facilities owned and/or operated by CDS, Inc.
13. Abide by and promote safety practices that reduce the risk of injury and/or property damage and facilitate the well-being of participants, guests, staff and the general public.
14. Have a working knowledge of and comply with CDS, Inc.’s policies and procedures regarding event reporting: Unusual Event Reports, Office of the Inspector General (DJJ) Reports, and Child Abuse Reporting.
15. Have a working knowledge of and comply with appropriate CDS, Inc. personnel policies and rules for ethical conduct as outlined by the National Association of Social Workers, and all applicable policies and procedures.
16. Report any potential, suspected, or actual workplace violence in accordance with the policy described in the Employee Handbook.
17. Report any suspected or incidents of discrimination or harassment of CDS, Inc. participants, staff, volunteers, partners, or visitors, in accordance with the policy described in the Employee Handbook
18. Perform other job-related duties as may be requested by your supervisor or designee.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* the ability to come to work (attendance)
* the ability to get to work on time (punctuality)
* the ability to get along with co-workers
* the ability to work on a team
* the ability to work as directed
* the ability to work under stress
* the ability to cooperate
* the ability to self-motivate to do tasks as needed
* the ability to meet deadlines
* the ability to work overtime when needed to meet a deadline
* the ability to document legibly
* the ability to perform safety/emergency functions
* the ability to reason and utilize mathematic skills to properly carry out instruction and to perform duties involving money, statistics and reporting
* the ability to use phone and e-mail
* the ability to use computer keyboard and mouse.
* the ability to apply common sense understanding in prioritizing tasks
* the ability to carry out instructions furnished in oral and/or written form.
* the ability to work effectively with the public
* the ability to utilize sound judgment
* the ability to problem solve
* the ability to sit at desk or computer for extended periods of time
* While performing the duties of this job, the employee is regularly required to stand, sit, and walk; use hands to manipulate, handle, operate objects, tools, or controls; reach with hands and arms; stoop, kneel, or crouch. The employee frequently is required to talk and hear. The employee may be required to lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Requirements:

* Have reliable transportation available, carry adequate auto insurance and possess a valid Florida driver's license.
* Flexible scheduling.
* Clear background record check and Drug Free Workplace screening.
* Comply with training requirements for your position.
* Bondable

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

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Employee Signature Date

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Supervisor Signature Date