

ACCOUNTING ASSISTANT

This is a 40/hr per week position with some flexibility.

Duties and Responsibilities

Manage Bi-Weekly Payroll:

- Process Timecards
- Input payroll biweekly and distribute checks
- Maintain health insurance benefit deductions
- Assist Operations Manager with recordkeeping for human resources
- Maintain PTO records
- Process 403b investments & annual 403b audit
- Assist with Work Comp audit

General Duties:

- Process incoming mail
- Process accounts payable
- Process accounts receivable, for gift shop, welcome center and development.
- Import staff credit card transactions and collect support documents from cardholders
- Supervise cash-handling team of volunteers
- Prepare bank deposits
- Maintain both virtual and paper filing systems
- Support the Welcome Center/ customer service
- Assist Development Department with reporting for special events and program activities
- Assist Controller with maintenance of restricted funds
- Assist Controller with grant accounting
- Assist Controller with annual audit
- Participate in the upgrade of existing systems to produce better efficiency in the Finance Department. Research and present options to the Controller and CEO
- Other duties as assigned

Skills

- Demonstrated experience with QuickBooks On-line
- Experience with payroll processing software
- Strong knowledge of Excel, Microsoft Word and Windows
- QuickBooks POS and Inventory
- Familiarity with donor management systems
- Experience with implementing best-practices accounting software upgrades
- Experience with non-profit accounting practices

Requirements

Candidate must be approachable, supportive, and flexible. Must be a team player with the ability to organize and prioritize work flow and to manage time efficiently. Must pay attention to detail coupled with organizational skills in a fast-paced environment. Ability to work well with staff and volunteers. Maintain organization confidentiality. Must have a valid California drivers' license and be able to run local errands for the office and/or events.

Please send resume and cover letter highlighting your past experience and your interest in working at the Garden to hr@sdbgarden.org