



Accounting Assistant *Job Description*

Job Classification: Non-exempt, full-time

Work Schedule: Monday-Friday 8:00 a.m.to 5:00 p.m.

Reporting Relationship: Finance Director

Primary Accountabilities:

The primary function of the Accounting Assistant is to support the mission of Capper Foundation by performing general accounting tasks impacting the financial management and services of the organization.

Major Duties:

Accounts Payable

- Processes accounts payable to code and pay invoices for multiple bank accounts.
- Collect and track expense reports and receipts for all purchases.
- Code and enter invoices into Financial Edge (Capper) and Quickbooks (Capper Community Living I & II).
- Vendor maintenance to include: collecting W-9's and certificate of liability insurance.
- Maintains spreadsheets for reconciliation of accounts.
- Prepares month-end Bank Registers for multiple accounts for CFO and CEO review.

Representative Payee Accounts

- Responsible for persons supported banking transactions that includes online banking, check writing and electronic fund transfers for the designated people supported residentially.
- Reconciles checkbooks monthly for designated persons supported residentially utilizing accounting systems.
- Assists with preparing representative payee reports and maintaining files to comply with Social Security and agency procedures.
- Communicates professionally with people supported, guardians, agency staff and other community providers. Provides monthly transaction reports to guardians.

Accounting

- Prepares daily bank deposit.
- Prepared daily invoices for adult services program sales.
- Reconciles the daily cash box from adult services store.
- Maintain fixed assets spreadsheet throughout the year.
- Monthly JE's for supplies, AS product sales, and background checks.

Administrative

- Supports the daily functions of the business office to include ordering office supplies, and copier and fax operations.
- Provides relief coverage at the reception desk for the Receptionist, as scheduled.
- Performs all other related duties as requested.



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Qualifications:

- Associate's degree in Accounting, Business Administration, or a related field and one year of related experience. Experience may be substituted for the degree.
- Valid Kansas Driver's license with an acceptable driving record.
- Read, write and speak fluent English.
- Must be able to pass background checks per agency procedures.
- Knowledge of Microsoft Office and ability to learn agency specific software
- Demonstrates poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.
- Ability to communicate effectively, both verbally and in writing, with staff, clients and visitors.
- Works collaboratively with Capper Foundation staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the goals of Capper Foundation.

Training Requirements:

- Must complete orientation training based on agency requirements.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Frequent bending, standing or sitting.
- Ability to read computer screens for an extended period.
- Ability to lift up to thirty (30) pounds.

Work Environment:

- This position may occasionally have direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time.

The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

By my signature, I certify that I have read and understand this document.

Employee Signature

Date

Supervisor Signature

Date