

Accounting Assistant

General Purpose of the Job

This is a newly created position that will support the Finance Officer in carrying out the responsibilities of the Finance Department of the Episcopal Diocese

The Accounting Assistant will relieve the Finance Officer of certain responsibilities that will allow him/her to spend a greater portion of the time on Financial Statement preparation and analysis, budget, and new projects assigned by the Executive Board and Finance Committee.

Primary Duties and Responsibilities

Monthly/Weekly processing of journal entries for the Madison Campus Ministry Program.

Assist with the monthly financial reporting for the Campus Ministry.

Process Accounts Receivable payments and invoicing for Summer Camp Program.

Assist with annual audit schedules

Assist with routine journal entries.

Assist with input of data into assessment budget schedules.

Perform accounting, financial or administrative tasks required from time-to-time. Such projects include: review and update of 1099 database; parish review correspondence, annual assessment letters).

Skills and Abilities

A minimum of an Associate or Bachelor's degree in Accounting with work experience in an accounting department environment.

Must be skilled in the use of Quickbooks Accounting Software or comparable accounting programs.

Must be skilled in Excel Spreadsheets, and other MS products such as Word, or Outlook.

High degree of attention to detail especially with large volume of financial and numeric data.