

Job Description: Accounting Assistant / Accounts Payable

Date: Fall 2022
Title: Accounting Assistant / Accounts Payable
Department: Finance
Position Reports To: Accounting Manager / Chief Financial Officer
Status: Non-Exempt / Full-time

Summary: Responsible for the financial processing of accounts payable transactions. Works with Controller / Accounting Manager and budget accounting managers to ensure accurate recording of expenses using correct accounting codes.

Job Duties:

- Maintains Accounts Payable, ensuring bills are paid in a timely and accurate manner while adhering to departmental procedures.
- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues invoice approval amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Records entry of, verifies documentation for, and distributes petty cash.
- Tracks expenditures for special accounts such as grants and coordinates expenses with budget account manager.
- Answers questions pertaining to expenditures and provides additional reports as needed.
- Prepares and files IRS Forms 1099 at year-end.
- Prepares audit working papers and other periodic reports as needed.
- Assists Controller / Accounting Manager with contract administration.
- Creates and maintains applications to increase efficiency in the interface of accounting with other departments.
- Counts cash and sorts incoming mail when no summer accounting assistant is on site.
- Prepares Fixed Assets reports and corresponding audit support.
- As time permits, learn other accounting system components, with emphasis on the Accounts Receivable application.

Competencies:

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn accounting software systems.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.

Supervisory Responsibilities:

- None

Required Education and Experience:

- College degree in business or equivalent bookkeeping experience.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				x
Standing		x		
Walking		x		
Bending Over		x		
Crawling	x			
Reaching		x		
Crouching		x		
Kneeling		x		
Balancing		x		
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs		x		
26 lbs to 50 lbs	x			
51 lbs to 70 lbs	x			
Manual Dexterity				x
Fine Motor Skills				x
Gross Motor Skills				x
Eye/Hand Coord.				x
Near Vision				x
Far Vision				x
Color Recognition			x	
Hearing				x

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone		x	
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles		x	
Working With Machinery/Motorized Equipment		x	
Climbing on Scaffolds or Ladders			x