

Position Description

Title: Accounting Assistant

Department: Finance
Reports To: Finance Director

FLSA Status: Non-Exempt/Hourly
Revised: November 1, 2023

PURPOSE

Provide assistance to the timely processing of fiscal information in the support of the agency's mission. The position works primary doing accounting functions for each of the three entities (ICAN Inc. Park Place of Alliance and ICAN Garden Apartments)

ESSENTIAL FUNCTIONS

1. Accounts Receivable:
 - o Create invoices for monthly rents.
 - o Posting of funds received to accounting system and reconciliation of the monthly cash log.
 - o Work with Property Manager to process evictions.
 - o Work with Manager of Grant Accounting to enter monthly grant receivables.
 - o Learn to review and understand general ledger coding.
 - o Assist with processing incoming rental payments.
 - o Understanding of the Yardi Breeze property leasing software, posting subsidies into Yardi monthly.
2. Do monthly journals relating to Park Place of Alliance and ICAN Garden Apartments
 - o Create invoices for monthly rents and post receipts when funds are collected.
 - o Complete and post monthly transfer to the Replacement Reserve accounts for each entity.
 - o Maintain reconciliation of Security Deposits (bank accounts, general ledger to Yardi Breeze).
 - o Reconcile intercompany accounts payable to ICAN accounts receivable.
 - o Assist Finance Director in annual renewal of both 811 PRAC's.
 - o Assist Finance Director in annual audits and analysis for reserve accounts for both entities.
3. Bank Reconciliations:
 - o Reconcile all bank accounts for each of the entities.
4. Assist with annual audits, annual budgets, and grant audits.
5. Learn governmental capital projects under the supervision of the Finance Director.
6. Be able to collaborate with other staff members and work in teams.
7. Other duties as assigned.

QUALIFICATIONS

Education, Training, and/or Experience

1. BS in Accounting (preferred) or AA in accounting (graduated or studying) / related work experience.
2. Understanding of basic accounting principles (debit/credits)
3. Able to define problems, collect data, establish facts, and draw valid conclusions.
4. Proficient with the use of Microsoft Office 365 applications. (Excel)
5. Able to learn customized accounting and reporting software.
6. Detail orientated with an ability to meet deadlines.
7. Possess an understanding of the non-profit/social services and private sectors.

Certificates, Licenses, Registrations

Current and valid Driver License, automobile insurance and access to a vehicle.

