Accounting Assistant Job Description

Job Title: Accounting Assistant
Reports To: Director of Finance and Operations
FLSA Status: Non-Exempt
Hours: Part-Time. Tuesday, Wednesday and Thursday, onsite (20 to 23 hours per week)

HOME is a non-profit civil rights organization serving the greater Cincinnati area in southwest Ohio (Hamilton, Clermont, Butler and Warren counties). Founded in 1968, HOME seeks to eliminate unlawful discrimination in housing, enforce housing regulations for all people, and promote stable, integrated communities. HOME's programs include tenant advocacy, fair housing enforcement policy advocacy, and education and outreach.

Position Overview:
The Accounting Assistant is a part-time position dedicated to finance operations. Working under the Director of Finance and Operations, this position will assist with grant monitoring and accounting responsibilities.

Duties and Responsibilities:
- Monitor grants and maintain grant-related financial activities, including ledger entries, expenditure reviews, and compliance with financial policies.
- Prepare and reconcile grant activity reports on a monthly and quarterly basis, manage invoice reimbursements, and oversee the grant closeout process.
- Ensure adherence to governmental financial guidelines.
- Assist in financial and month end reporting.
- Support the annual audit by preparing schedules and reconciling grants with financial statements.
- Prepare bank deposits.
- Process weekly vendor payments and maintain on-going vendor files and reporting.
- Create and maintain an organized digital option for files.
- Reconcile monthly credit card and expense posting in QuickBooks.
- Participate and attend HOME staff meetings.
- Other accounting duties, as well as filing and other administrative tasks.
- Additional duties as assigned.

Qualifications:
- Bachelor's degree in accounting.
- Minimum of 2 years of accounting experience.
- Proficiency in accounting principles, non-profit/governmental accounting, and financial document analysis.
- Previous accounts payable and administrative experience required.
- Familiarity with QuickBooks is a must.
- Proficient documentation skills and ability to maintain accurate records.
- Familiarity with Excel preferred.
- Ability to maintain confidentiality especially regarding financial and payroll information.

Working Conditions & Physical Requirements:

- Ability to work in an office located in Cincinnati, Ohio on most Tuesdays, Wednesdays, and Thursdays.
- Occasional meetings are held outside of the office.
- Physical Demands: Typical office job with frequent sitting, talking, hearing, and computer usage.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability or veteran status.

Compensation: $25 per hour, depending on experience. This is a part-time position working 20-23 hours a week on most Tuesdays, Wednesdays, and Thursdays. No benefits provided.

How to apply: Please send a detailed resume and cover letter to Denese.Benn@homecincy.org and include “Accounting Assistant” in the subject line. No phone calls please. Applications will be accepted on a rolling basis until position is filled.