



Department: Fiscal	Job Description
Job Description Title: Accounting Assistant III	FLSA Status: Non-exempt
Accountable To: Chief Financial Officer (CFO)	Position Status: Part time / Grade 15 / \$23.18 ph
Prepared By: ED	Revision Date: November 7, 2023

CAPNM is an Equal Opportunity and Affirmative Action Employer

Job Summary:

Responsible for the reconciliation, reporting and billing of the Agency's multiple programs. Bi-monthly payroll and tax reporting. Protects Agency interests by adhering to established policies and regulation standards.

Essential Duties and Responsibilities:

- Payroll
Process payroll which includes payroll checks and tax deposits. Update all payroll tracking spreadsheets. File and scan documentation. Year-end reconciliation and tax reporting related to payroll.
- Prepare Financial Reports and Draw Reconciliations
Maintain a schedule of reporting and draw due dates, process reporting and draws on a monthly or other basis and update related worksheets for each draw, run reports for all grants/funds each month and send reporting to CFO. Process various department specific reporting/reconciliations and tracking documents.
- Miscellaneous Fiscal Duties
Maintain agency inventory, credit card tracking log, reconcile and replenish petty cash as required, monthly and quarterly general ledger reconciliations and contractor documentation tracking. Update fiscal policy and position instruction manuals as it relates to this position. Assist or provide backup with other fiscal functions on an as needed basis. Work with monitors and auditors to supply documentation or reports as requested. Perform all duties within agency policies and procedures. Works collaboratively with team members in a positive way to accomplish department and agency goals.

- Other duties as assigned and required

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Associate Degree
- Three years' experience preferably in advanced accounting practices, non-profit strongly preferred
- In lieu of education, two years additional accounting experience
- Experience working with people from various socio-economic and educational backgrounds
- Strong personal computer skills and excellent working knowledge of financial software and Excel
- Strong interpersonal, written and verbal skills
- Well-organized
- 10 key experience
- Knowledge of general office equipment
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability per insurance carrier's requirements

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires regular on time attendance and appropriate attire
- Continuous sitting
- Some standing and walking
- Some bending, stooping and squatting
- Full use of hands and arms
- Frequent keyboard use
- Frequent repetitive movement, especially with hands and arms
- Grasping
- Lifting, carrying, pushing or pulling up to 25 lbs occasionally
- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distant and peripheral vision
- Work in a clean office with moderate noise levels sometimes in confined spaces
- Work requiring frequent attention to high detail
- Frequent deadlines
- Some travel by auto with exposure to traffic in year-round weather conditions
- Some exposure to offensive language, angry clients and threats
- Some exposure to annoying odors
- Day shift

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

These employees understand argument is counter-productive and broad involvement by all parties concerned improves even the best business practices. They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.