



Department: Fiscal	Job Description
Job Description Title: Accounting Assistant III	FLSA Status: Non-exempt
Accountable To: Chief Financial Officer (CFO)	Position Status: Full Time / Grade 15 / \$23.18 ph
Prepared By: ED	Revision Date: June 22, 2023

CAPNM is an Equal Opportunity and Affirmative Action Employer

Job Summary:

Responsible for billing of the Agency's multiple programs that includes rents, miscellaneous revenues and services, prepare collections and monthly accounts receivable and reports to appropriate Program Manager and/or Department Director. Deposit, coding and recording of all daily receipts. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Receivables
Deposit, code and post all incoming funds daily, including funds received in office and ACH electronic deposits to agency bank accounts. Create journal entries and update cash spreadsheets and other applicable spreadsheets.
- Payroll
Process payroll which includes payroll checks and tax deposits. Update all payroll tracking spreadsheets. File and scan documentation.
- Fund reconciliations
Perform monthly fund reconciliations that include creating and maintaining fund activity spreadsheets, reconciling balances to appropriate spreadsheet/report and distribute and file the information.
- Miscellaneous fiscal duties
Responsible for tracking and collecting of all past due accounts, maintain agency inventory, prepare and send invoices as requested, track Agency lease renewal dates, reconcile and replenish petty cash as required, reconcile trial balance accounts and assist with accounts payable and other Fiscal functions on an as needed basis.

- 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
- Experience working with people from various socio-economic and educational backgrounds
- In lieu of additional education, two years accounts receivable experience
- Strong personal computer skills and excellent working knowledge of financial software
- Strong interpersonal, written and verbal skills
- Well-organized
- Non-profit experience preferred but not required
- 10 key experience
- Good working knowledge of office equipment
- Must possess and maintain valid Montana driver's license or ID
- 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.

- Continuous sitting
- Some standing and walking
- Some bending, stooping and squatting
- Full use of hands and arms
- Frequent keyboard use
- 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.