



Department: Fiscal	Job Description
Job Description Title: Accounting Assistant II	FLSA Status: Non-Exempt
Accountable To: Fiscal Officer	Position Status: Full Time Grade 13, \$19.69 per hour
Prepared By: HR	Revision Date: May 26, 2022

CAPNM is an Equal Opportunity and Affirmative Action Employer

Job Summary:

Process financial transactions in purchasing, accounts payable, and ensure accuracy of transactions through regular reconciliation. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Accounts payable and purchasing

Process all purchases and accounts payable according to internal policies and applicable regulations including matching payable invoices to applicable purchase orders and processing of payables checks. Process annual 1099's for vendors.

- Problem solving

Work with Program Managers and Department Directors to resolve errors and other issues related to purchasing, accounts payable invoices, including identifying problems needing correction and reconciling differences or missing items with procurement and/or vendors.

- Filing

Maintain electronic and paper files for all purchasing and accounts payable invoices and check payments, vendor W-9 forms Agency vehicle registrations and tax-exempt records.

- Provide backup

Provide backup to accounts receivable and payroll as needed.

- 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.

- High school diploma and two years additional education related to accounting preferred
- Experience working with people from various socio-economic and educational backgrounds
- In lieu of additional education, two years accounts payable experience
- Strong personal computer skills and working knowledge of financial software
- Strong interpersonal, written and verbal skills
- Well-organized
- Non-profit experience preferred but not required
- 10 key experience preferred
- 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.

- Requires regular on time attendance and appropriate attire
- Continuous sitting, 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.