

PVTA
Position Description Summary
Temporary Position

Accountant Assistant

Full-time, Monday – Friday (9:00 a.m. – 5 p.m.) On site.

This is a temporary, non-benefited, project-based position for a period of up to 4 months.

Pay rate- \$25 - \$35 per hour depending on experience.

We are seeking an experienced, detail-oriented and organized individual to join our team on a temporary basis as an Accounting Assistant. This is a project-based, temporary assignment for a period of up to four (4) months. The Accounting Assistant will support the finance department in various tasks with an initial focus on reconciling and updating a variety of spreadsheets related to grants. Additional tasks may include but not be limited to:

- Reconciling invoices and identifying discrepancies.
- Entering financial transactions into internal databases.
- Checking spreadsheets for accuracy.
- Filing a variety of documents according to established procedures.
- Retrieving and/or disseminating for requesting parties.
- Evaluating financial budgets and track expenses.
- Performing other administrative duties related to day-to-day operations of the finance department.
- Performing other related duties and completing other related projects.

Qualifications and Experience

Previous accounting experience is a must; Associates degree in accounting or any business-related field or combination of related education and/or experience; proficiency in office computer programs; efficient and timely work ethic; critical thinker and detail-oriented; excellent communication and organization skills; knowledge of accounting terminologies; strong quantitative and analytical abilities; demonstrated experience with reconciling financial books, spreadsheets, documents, etc., including incoming and outgoing funds. Must have strong experience with Excel, (e.g., intermediate to advanced).

Physical Demands: 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Frequent use of computer, keyboard, mouse, and other office equipment; frequent viewing of computer screen.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed indoors in an office environment. The noise level in the work environment is usually quiet.