

Accounting Assistant

Part time: 20 hours per week (may increase, this is a growing organization)

Pay Range: starting \$13-\$15/hr commensurate with experience

Northwest Autism Center exists to support, facilitate and build accessible and comprehensive, community-based approaches to helping children and adults with autism spectrum disorders in the Inland Northwest. We are a growing organization and in need of your assistance. In this position, you will perform accounts payable and accounts receivable duties under the direction of the Operations and Finance Officer. You must possess a thorough command of Excel and have good technology and accounting skills. You will also be required to perform administrative assistant duties as needed.

Essential functions include the following:

- Performing bookkeeping for all financial transactions
- Reconciling and balancing bank accounts
- Managing and processing a high volume of all AP and AR
- Preparing monthly reports
- Performing other duties as assigned
- Ordering and maintaining office supplies
- Arranging travel for administrative staff as needed
- Other tasks as required by Executive Director and/or Operations and Finance Officer

Requirements:

- 2 years' experience with strong accounting aptitude (applicable education may replace experience)
- Computer experience
- Strong Microsoft Office skills, especially Excel
- Knowledge of bookkeeping fundamentals
- Attention to detail
- Must be accountable and take ownership for all tasks
- Ability to perform several tasks concurrently with ease and professionalism
- Flexible, adaptable, responsive to learning opportunities

To apply for the ACCOUNTING ASSISTANT position submit the following information and any job inquiries to info@nwautism.org – **no phone calls please.**

- one page cover letter (PDF or .docx only)
- resume (PDF or .docx only)
- two to three professional references that will be contacted prior to offering an interview