

Position Title: Bookkeeper / Accounting Assistant
Date Posted: April 15, 2019
Location: Fairfax, VA
Reports to: Accounting Manager
FLSA Classification: Non-Exempt
Type of Position: Part-Time
Hours: 8-10 hours per week, 2 days in the office



GENERAL DESCRIPTION

The Accounting Assistant plays an critical role for the Children's Science Center supporting essential accounting activities, serving as part of a dynamic and passionate team, and supporting the Development, Education, Marketing, and Lab Operations departments. The Accounting Assistant will work closely with the Accounting Manager to provide essential financial reporting and analysis.

SPECIFIC JOB RESPONSIBILITIES

The Accounting Assistant utilizes Altru, our museum management and revenue system and QuickBooks for accounting. Specific responsibilities include:

General Ledger

- Record and code revenue summary transaction data reported from Altru into QuickBooks, including earned revenue from admission, membership, event, program, and gift shop sales as well as donations, sponsorships, fundraising events, grants to account for all contributed revenue.
- Reconcile bank account transactions with bank deposits/credits and withdrawals/debits; follow-up on dated outstanding checks (payables) as needed.
- Record and code expense transactions within QuickBooks.
- Support reconciliations of balance sheet accounts so that all accounts & systems are reconciled monthly.
- Create recurring journal entries and reconciliation of related accounts as needed.

Accounts Payable

- Review vendor invoice transactions, corporate credit cards, and employee expense reports to ensure in accordance with prescribed procedures and that expenses are posted to the proper accounts.
- Ensure the invoice packages are complete and expenses are approved by the appropriate level of management prior to disbursement processing.
- Prepare checks for signature and process refunds and other disbursements as authorized.

Budgeting and Financial Reporting

- Assist in preparing monthly summary and departmental budget vs actual reports from QuickBooks.
- Support updates to the fixed asset inventory and prepare property filings and tax payments as needed.
- Assist the Accounting Manager in preparing for annual financial statements, audit and Form 990 submissions.

Other General Duties

- Utilize Altru Sales Order Balance reporting to monitor refunds and outstanding payments.
- Support submissions of updates and filings with local, state and federal agencies.
- Adhere to board-approved financial policies and documented financial procedures.
- Maintain financial records, both paper files and electronic files online on SharePoint site.

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The Children's Science Center's mission is to inspire a love of learning science, technology, engineering, and mathematics by providing unique opportunities to explore and create.

- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate will possess:

- Bachelor's degree in Accounting or Business Administration, or degree in process.
- Passion and enthusiasm for STEM education and the mission and vision of the Children's Science Center.
- Ambition and ability to grow into greater levels of responsibility.
- A high level of discretion and ethical values, strong attention to detail, and excellent organizational skills.
- Proficiency in Excel, PowerPoint, and QuickBooks as well as an innate ability to learn to work with new systems and pull data and reports from systems.
- Ability to work independently and with a team.
- Comfortable communicating with management and vendors while conveying a professional demeanor.

WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, mild noise levels of a shared office environment are representative of the environment the Accounting Assistant encounters. This position involves long periods of time sitting at a desk using a computer, walking, standing, and some lifting or carrying. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

REQUIREMENTS

Successful completion of a criminal background check.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Accounting Assistant position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.