

Partnership for the Delaware Estuary

JOB DESCRIPTION

Title : Accounting Associate Grade / Step : A2	Status: Regular Full Time Non-Exempt
Incumbent: OPEN	Signature:
Schedule: 9:00 a.m. – 5:00 p.m. Monday - Friday	Date:

GENERAL DESCRIPTION

The Accounting Associate is primarily responsible for Accounts Receivable, Accounts Payable and Payroll transactional activities and provides executive and administrative support to all of PDE.

JOB FUNCTIONS

1. Accounts Receivable

- Opens, dates stamps, and endorses all incoming checks.
- Prepares deposits and delivers them to the bank.
- Records deposits in the accounting software.
- Creates bills for funders that replicate previous billing formats of each funder.
- Records bills in the accounting software.
- Creates the Aged Receivable Report of the Collection meetings
- Attends Collection meetings.
- Maintains the receivables files.

2. Accounts Payable

- Collects & organizes documentation Accounts Payable.
- Enters payables (vendor, employee and credit card) into the accounting software.
- Produces checks for signature and disburses checks via mail.
- Keeps paper and electronic documentation
 - by vendor to support accounting and audit needs and
 - by project to support billing and grant needs.
- Maintains the payables files.
- Collects and prepares data for month end activities.
- Maintains the Petty Cash Box disbursements and replenishments.

3. Payroll Support

- Collects & organizes paperwork for Payroll.
- Enters data into the payroll website.
- Maintains payroll files.

4. Office Administration

- Participates in employee Onboarding and Exiting processes.
- Maintains employee files.
- Monitors distribution and receipt of employee manual updates.

- Provides support for all incoming and outgoing mail.
 - Maintains all employee information lists.
 - Tracks employee anniversaries for awards.
 - Receives deliveries and processes packing slips.
 - Places all orders for office and facility supplies.
 - Provides support to maintain the office space, office & IT equipment and vehicles.
5. Executive and Board Support
- Schedules attendees, rooms, equipment and catering for Board meetings.
 - Maintains contact lists for the Board and Committees.
 - Provides administrative support to the Board and the Executive Director.
 - Maintains Corporate Record Binders.
6. Performs all other duties as assigned.

REQUIRED SKILLS & EXPERIENCE

1. 5 years of experience working in a related position
2. Advanced experience with Microsoft Excel.
3. Average experience with Word and Adobe Acrobat.
4. Some experience with Quickbooks accounting software.
5. Some experience with Salesforce CRM software.
6. Is extremely organized.
7. Has a high propensity to deal with massive amounts of detailed transactions.
8. Enjoys paying attention to detail.
9. Is able to use numerical logic to reconcile spreadsheets.
10. Is driven to adhere to deadlines.
11. Follows detailed instructions.
12. Has the ability to work effectively in a team setting.
13. Communicates excellently in writing and orally.
14. Has a valid United States driver's license.

WORKING CONDITIONS

Time spent in this position will be primarily in an office setting. Occasionally, there will be tasks completed in a storage facility, outdoors, or off-site at event venues. Work hours may shift dependent on events and project assignments. Infrequently, there will be a need to work on a weekend day.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 30 pounds. The incumbent should be able to sit and stand for at least 3 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Staff Accountant

Direct reports: none