

## Accounting Assistant (Part Time)

The Afterschool Alliance is a nonprofit advocacy and public awareness organization based in Washington, D.C., working to ensure that all children and youth have access to quality afterschool programs.

Currently we are seeking a part-time Accounting Assistant to provide accounting support.

### **Job Description:**

The general tasks and activities for this position will include a variety of routine calculation, posting and verifying tasks including, but not limited to:

- Data entry for Accounts Payable, Accounts Receivable, and cash transactions. This includes entry and allocating of invoices, payroll transactions, and cash receipts.
- Maintain electronic vendor files by creating new entries, updating existing information, and properly registering 1099 vendors.
- Perform routine clerical duties, such as maintaining grants files, invoices, contracts, and other indexed records arranged in a file according to the established accounting system.
- Assist with month, quarter, and year-end financial reports.
- Assist with annual financial audit.
- Assist the CFO on different accounting duties as assigned.

### **Requirements:**

- Bachelor's degree in accounting or equivalent.
- Knowledge of GAAP of non-profit accounting and financial reporting.
- Must be organized and detailed oriented.
- Proficient in Microsoft Office.
- Experience with QuickBooks accounting software preferred.
- At least 2 years of accounting experience preferred.

This position reports directly to the CFO.

**Salary:** salary per hour is base on experience.

**Type:** Part-time. Average 12 hours per week.

**To Apply:** Please send cover letter, resume, and references to [info@afterschoolalliance.org](mailto:info@afterschoolalliance.org).

*The Afterschool Alliance is an equal opportunity employer.*