MILWAUKEE JEWISH FEDERATION
JOB DESCRIPTION OF
ACCOUNTING ASSISTANT – BUSINESS OFFICE

Job Function:

As the Administrative Assistant, this person has four primary areas of responsibility:

- Entire accounts payable cycle
- Accounts Receivable
- Administrative support for the Business Office professionals
- Other accounting and administrative tasks as assigned

The Administrative Assistant is part of a nine-person Business Office. As part of the Business Office team, the person will provide administrative support to the Business Office Professionals.

Duties and Responsibilities:

Below is a generalized listing of duties and responsibilities. The specific duties to ultimately be performed will be stepping-stones to gauge job performance and will be steadily increased as knowledge about the Federation and accounting functions/software are learned.

- Accounts Payable:
    - Enter vendor invoices
    - Process check runs
    - Maintain organized documentation and filing of accounts payable documents

- Accounts Receivable
    - Process payments: loan, pledge, meal payments, donations, credit card processing
    - Generate invoices/statements in accounting system
    - Reconcile deposits to posting reports from accounting system.

- Administrative Support
    - Maintain filing and documentation
    - Set up meetings for the CFO and the Properties Manager; some meeting minutes
    - Additional tasks as deemed necessary by Business Office team members
    - Local bank and post office trips as necessary

- Other Tasks (as examples)
    - Reconcile subsidiary accounts monthly
    - File permanent records

Indicators of Success:

Position Specific:

- Positive support to Business Office professionals
- Positive and willing contributor to administrative staff team
- Accuracy

Global:

- Ability to work independently, yet embracing a team environment- does not need constant supervision
- High level of responsibility and dependability
- Supports MJF goals and values
- Follows policies and procedures
- Organized and punctual
- Displays professionalism and maintains strict confidentiality

Knowledge, Skills and Abilities:

Position Specific:

- Makes accuracy and efficiency top priorities
- Willingness to take on new projects and assist others in the team environment of the Business Office
- Ability to meet the challenge of deadlines, both short and long-term
- Ability to prioritize workload

Global:

- Solid working Knowledge of Microsoft Office (Word, Excel, Outlook, etc)
- Familiarity with email and Internet applications as well as a willingness and ability to learn new programs
- Excellent phone demeanor
- Good interpersonal skills and self-starter
- Accurate typing and ten-key skills for data entry tasks

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