



16250 Northland Drive, Suite 120
Southfield, MI 48075
(248) 443-0300
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www.spaulding.org

Accounting Assistant – Part-Time

Salary range: Negotiable Posting Date: 04.11.2023

Agency Vision:

Spaulding for Children is recognized as a leader in promoting policies and practices where differences are celebrated and leveraged to ensure our children, families and communities get the support they need to thrive.

Purpose of Position:

The agency mission is to assure that all children grow up in safe, permanent families and have the help they need to be successful in life.

Under the supervision of the VP of Finance, the Accounting Assistant is primarily responsible for assisting to ensure that the company's daily accounting functions run accurately and effectively. The Accounting Assistant will assist with the accounting software to process business transactions, like accounts payable, expense vouchers, cash receipts and journal entries. The position also supports the Accounting Clerk with other assigned accounting functions including but not limited to, monthly reconciliations, audit work, and maintenance of payable files.

Organizational Relationships

Reporting to the Vice President of Finance the Accounting Assistant will be a key player in the organization, working collaboratively with the Vice President of Finance and Accounting Clerk.

This role is an in-person position

Principal Responsibility

- Accurately enter and pay timely all accounts payable.
- Responsible for accurate and timely recording of revenue/cash receipts.
- Reconcile assigned accounts monthly.
- Ensure the accurate and timely processing of positive pay transactions.
- Assist with maintaining the accounting records and annual purging of old records
- Backup for the phone and opening the mail as needed.
- Other duties as assigned.



MISSION STATEMENT

In partnership with families, communities, organizations, states and the nation, Spaulding for Children's mission is to assure that all children grow up in safe, permanent families and have the help they need to be successful in life.



QUALIFICATIONS

- Associate's degree preferred, or two years relevant work experience.
- Intermediate or above knowledge of Microsoft Office, with demonstrated ability to create, design, edit and proof Excel spreadsheets and basic MS Access database.
- Experience using accounting software, QuickBooks Online preferred.
- Accuracy and attention to detail.
- Excellent communications skills, both oral and written.
- Good organization skills and ability to work under pressure.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality of work.

Interested persons should forward a resume and cover letter to Jamie Bozarth HR Director by 04/18/2023.

Spaulding's clients come from all walks of life and so do our team members.

Spaulding is an Equal Opportunity Employer