

Job Title: Accounting Assistant.

Job Purpose: Provide support to Accounting Staff.

Direct Report: Controller

Salary Range: \$10-\$15 per hour Depending on Experience

Job Code: Core / Flex

Core responsibilities:

1. Perform the day to day processing of financial transactions to ensure that SDYC finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Greet and assist members
- Answer phones
- Direct calls and respond to inquiries
- Manually post all member payments
- Assist in posting of adjustments and corrections to member accounts.
- Assist in month-end statement preparation
- Analyze the daily Cash Over Short
- Reconcile the credit card deposits
- Clear all cashed checks from the A/P module
- Maintain the general ledger as authorized by the Controller.

2. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Maintain inventory files
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial files

3. Perform other related duties as required by the Controller.

Experience required: 2 to 5 years direct experience.