



People's Resource Center
Job Posting

MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

Accounting and Operations Assistant

Position Overview

PRC is hiring a full-time exempt Accounting and Operations Assistant to support accounting, office and building operations by completing tasks in accounts payable, accounts receivable, purchasing, office management and building management to ensure efficient and effective operations. This person will be part of the Operations Team, report to the Director of Operations and have their office located in Wheaton.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical insurance – HMO, PPO
- Dental insurance – PPO
- Flexible Spending Account participation
- Short Term Disability
- Life Insurance
- SIMPLE IRA retirement plan & company match
- 18 days of Paid Time Off (PTO)
- 12 paid holidays

Education and Experience Requirements

- Associates Degree preferred
- 3 year's work experience required; work experience in accounting or finance a plus
- Working knowledge of FundEZ or other accounting software a plus

Essential Skills, Knowledge, and Abilities Required

- Excellent organizational and time management skills
- Ability to accurately perform detail work involving numerical data
- Ability to work independently after direction and training are received
- Acute attention to detail; strives for 100% accuracy
- Able to manage multiple tasks at one-time
- Able to identify improvements to make work more efficient
- Deadline driven
- Works well under pressure and in a fast-paced environment
- Advanced knowledge of Microsoft Excel, Outlook, Internet search engines; Basic knowledge of Microsoft Word (candidates must pass a computer evaluation)

Application Process

To apply, please send your resume, cover letter, and salary requirements to resumes@peoplesrc.org.

DEADLINE TO APPLY FOR THIS POSITION IS FRIDAY, December 15, 2017

No phone calls, no faxes please.

People's Resource Center is an Equal Opportunity Employer.

www.peoplesrc.org

Position Essential Functions

1. Accounts Payable :
 - Ensures completeness of purchase approval forms and invoices (including but not limited to coding, allocation, approvals, documentation)
 - Enters invoices and cash disbursements into accounting system
 - Reconciles and resolves discrepancies of company charge cards
 - Coordinates travel reimbursement forms and processing
 - Maintains vendor files
 - Tracks prepaid expenses
2. Accounts Receivable:
 - Retrieves and processes gifts from 3rd party giving (including but not limited to PRC website, ACH giving, giving sites)
 - Deposits checks and cash and prepares deposit packets
 - Processes grant agreements according to accounting procedures (i.e. scans agreements and attaches to tracking file)
 - Completes paperwork to request employer matching gifts
3. Purchasing:
 - Receives and processes order requests (i.e. verify for completeness, determine inventory, research best prices, prepare order)
 - Verifies and distributes order
 - Monitors general supply inventory
 - Maintains file system for finance/accounting department according to retention guidelines
 - Prints and distributes identified routine fiscal reports
4. Office management – Coordinates related activities according to policies/procedures including but not limited to:
 - Agreements with other providers including but not limited to Facility Use Agreements, Agreement to Provide Service to PRC Clients and Memorandum of Understanding for Partners
 - Copier contracts/servicing
 - Interoffice mail
 - Board and Committee Meeting materials according to records retention policy
 - Incident reporting
5. Building maintenance - Assists with management and coordination of related items including but not limited to:
 - Contracts and other necessary documents including but not limited to preventative maintenance, housekeeping, landscaping, security, safety, utilities and copiers.
 - Preventative maintenance schedule for fixed assets
 - Procedure to receive, organize, prioritize and track general maintenance tasks
 - Standardized operating procedures