

## **Job Title: Accounting Assistant**

**Effective Date:** December 1, 2009

**FLSA status:** Exempt

**Location:** Boston, MA

**Reports to:** Office Manager

**Supervises:** N/A

### **Summary**

The Accounting Assistant works closely with the Office Manager to ensure the smooth operation of the office.

### **Essential Duties and Responsibilities**

- ◆ Responsible for video library including ordering, inventory and shipping of decision aids as well as removal and return of old versions
- ◆ Responsible for processing, tracking, and reporting of DA orders and returns with research and demonstration sites
- ◆ Responsible for all Foundation mailings
- ◆ Assists in processing accounts payable
- ◆ Assists in annual audit preparation
- ◆ Assists with meeting planning for off-site meetings
- ◆ Assists with office maintenance
- ◆ Backup to Administrative Assistant for day to day aspects of office operation including phones, reception, and maintaining office supply inventory

### ***Other Responsibilities***

Duties that are not essential to the job but may be performed at times include:

- ◆ Perform other duties as assigned.

### **Qualifications**

#### *Required*

- ◆ Must be self-motivated, detail-oriented and have the ability to multi-task
- ◆ Possess excellent verbal and written skills
- ◆ Microsoft Word, Excel and Outlook

#### *Preferred*

- ◆ Familiarity with QuickBooks
- ◆ Familiarity with Microsoft Access

#### *Required Licenses or Certificates*

- ◆ None.

### **Physical Requirements**

Work is primarily sedentary in nature; occasional lifting of shipping/receiving boxes. Everyday use of computer and telephone is necessary. Occasional travel by private vehicle, by plane or other public transportation may be required.

*To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation.*