

Accounting Assistant

Eras Senior Network - Waukesha, WI

We are looking for an Accounting Assistant who is detail-oriented, can handle multiple data entry tasks, and has excellent Microsoft office skills - especially spread sheets. High level of accuracy and follow through is essential. To learn more about Interfaith, visit ErasWaukesha.org.

This is a part-time position, 10 - 16 hours a week

Responsibilities:

Support Associate Director with accounting data entry (10 hours/week)

- Process deposits and Accounts Payable. File documentation.
- Reconcile QuickBooks to NewOrg monthly (will train)
- Enter Journal Entries into Quickbooks
- Reconcile other Subsidiary Ledgers to General Ledger
- Process volunteer mileage payments
- Balance Sheet Analysis
- Backup Support for 5310 Invoice
- Other accounting duties as assigned
- Data entry as requested
- Other responsibilities as assigned
- Track/ Run Reports- Title 111B Report and Best Cab Report

Qualifications:

- Strong organizational abilities/skills/experience.
- Strong attention to details
- Strong written, oral, and verbal communication skills.
- Understanding and everyday use of technology tools to develop outreach for Interfaith
- Some Knowledge of QuickBooks
- Strong knowledge and understanding of the mission/vision of Interfaith Senior Programs.

To Apply – Forward resume and cover letter to KathyG@ErasWaukesha.org

Job Type: Part-time

Salary: \$12-\$15