



## Southwest Initiative Foundation Job Description

**POSITION:** Accounting Assistant

**POSITION OVERVIEW:**

This position assists in the general accounting and reporting functions at Southwest Initiative Foundation (SWIF). Duties will include verifying documentation to cut checks, verifying cash receipts to make deposits, posting general journal entries, performing monthly account reconciliations, answering internal and external accounting requests, assisting with the annual audit and necessary state and federal filings.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Verify check request data in Salesforce to Intacct, request modifications if necessary, then cut checks for staff with signature authority.
- Complete daily postings as directed in a timely manner.
- Work with Accountant to create and post general journal entries throughout the month in a timely manner.
- Verify Visa statements against Intacct payment requests before sending payment to vendor.
- Manage the monthly posting of affiliate fund financials to the cloud.
- Update Salesforce Accounts, Actions, Contacts and other opportunities as identified or instructed.
- Work with SWIF staff to answer questions, pull reports or make necessary adjustments as identified and discussed.
- Verify Salesforce cash receipts in against checks in hand and posting to Intacct to verify accuracy before taking deposit to the bank.
- Serve as backup to Accountant duties as needed.
- Serve as last in line to answer incoming phone calls.
- Work with other assistants to ensure building is closed at the end of the day.
- Prepare month end cash & investment transfers before the last day of the month.
- With Accountant, reconcile gifts, loans, grants and other general ledger accounts monthly.
- Complete month end check list and reconcile assigned accounts with proper documentation.
- Ensure proper audit documentation throughout the fiscal year.
- Prepare information at time of pre-audit and audit as required.
- Projects or tasks assigned by the Chief Financial Officer or Accountant.
- Provide accounting information and assistance as requested by SWIF staff.
- Provide information to affiliate fund partners as requested.
- Prepare 1099s at year end.
- Follow internal controls and suggest amendments to the CFO.
- Attend and contribute to monthly SWIF staff meeting and other meetings as scheduled.
- Perform other job related duties as assigned.



**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Excellent accounting knowledge
- Accuracy and attention to detail
- Good math, writing and customer service skills
- Excellent Microsoft Office skills and familiarity with accounting software
- Maintain a high level of confidentiality and professionalism
- Ability to manage time, prioritize multiple tasks, work independently and with others.
- Ability to lift 20 pounds on occasion

**MINIMUM REQUIREMENTS:**

Associate of Applied Science degree in accounting. Experience with computerized accounting software. Extensive knowledge of Microsoft Office products and customer service experience. Must have a current driver's license and an insured personal vehicle.

**STATUS:**

Full time, Non-Exempt

**REPORTS TO:**

Chief Financial Officer

**OFFICE LOCATION:**

Hutchinson Office