



### Job Description: Administrative Accounting Assistant

The Administrative Accounting Assistant will be responsible for providing administrative support to the accounting department. The Accounting Assistant will also provide back-up support to the Integrated Services Navigator position at the front desk including office management functions. **The Accounting Assistant will report to the Chief Financial Officer.**

#### Key Duties

- Provide general administrative assistance for Accounting Department, ED and CFO
- Manage Office Equipment issues including supplies & maintenance - postage meter, copiers, coffee maker
- Run errands for supplies or other office-related issues (so ISN does not have to leave the office) must provide own transportation
- Serve as backup for front desk
- Manage incoming mail distribution
- Order office supplies as needed
- Handle business card orders
  
- Assist with processing and researching accounts payable data
- Assist with accounting-related filing and other accounting department duties as needed
- Serve as backup for Asset Manager office management duties
- Work closely with vendors

*While this job description covers the main responsibilities of the job, it is not intended to cover every aspect of the job, and other responsibilities may be assigned. While performing the duties of this position, the following functions are required: Constantly: walking, sitting at a desk, grasping/gripping, bending/stooping/squatting, finger dexterity, computer input, coordination of hand, eye & foot; Frequently: standing for long periods of time, climb stairs, twisting; Occasionally: reach above shoulder height, lift 20-30 lbs., do push/pull motions, and driving.*

Please send resumes to [resumes@foundcom.org](mailto:resumes@foundcom.org). Starting pay \$14/hr.

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