Part-Time Accounting Assistant

Reporting to the Director of Finance, the Accounting Assistant supports all financial and accounting operations for the organization. Under the leadership of the Director of Finance, the accounting assistant will implement and manage effective and streamlined financial systems as well as the administrative and physical structure to support current operations and growth.

We believe each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, job scope, and qualifications, but not limit the employee or the organization to just the work identified herein. It is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success or our mission.

Primary Duties:

- Establish and maintain compliance with federal, state, and local financial requirements
  - Maintain sales tax accounts with applicable states, apply for new accounts, and close accounts as needed
  - Prepare and file annual charitable license renewals for designated states
- Perform mid-level general ledger account reconciliations, verify accuracy of data, and identify, report, and correct errors made by both internal and external personnel
- Assist with payroll and benefits administration
- Support timely monthly, quarterly, half-year, and year-end financial close, including assigned journal entries, balance sheet account reconciliations, accruals, and overall maintenance of all operational management accounts
- Assist in providing schedules and commentary with respect to operating maintenance accounts and variances, and with the production of working capital, cash-flow reports, and applicable commentary
- Maintain and update records and reports for profit and loss, taxes, liabilities, and assets
- Prepare special financial reports as requested by management by collecting, analyzing, and summarizing account information and trends
- Process requests for customized Certificates of Insurance for Events
- Manage relationships with finance related contacts, to include but not limited to insurance, payroll, leasing, and other vendors
- Other duties as assigned by the Director of Finance
A fully qualified candidate shall possess the following attributes:

- Passion for service to country and the veteran population
- Bachelor's degree preferred
- Internship or professional accounting experience
- Proficient with QuickBooks and excel
- Ability and willingness to maintain confidentiality
- Familiarity with accounting and corporate finance principles and procedures
- Ability to effectively multi-task, prioritize, and organize
- Excellent communication (written and oral), organizational, and planning skills
- Self-motivated with ability to produce high-quality work with minimal guidance and supervision
- Veteran status is preferred, but not required
- Willingness to leverage social media and embrace physical fitness/challenges publicly to lead and inspire others
- Must be physically active and able to lead and participate in fitness events

This is a 20-hour per week, part-time, telework position with a small travel requirement.

Compensation is competitive among nonprofits and commensurate with skills/experience. For additional information about Team RWB, please visit www.teamrwb.org

Team RWB is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

To apply for this position, please CLICK HERE.