



**Position Title:** Accounting Assistant

**Responsible To:** Manager, Finance & Administration

**Effective Date:** January 14, 2020

**Summary:**

Provident Behavioral Health is focused on building brighter futures through exceptional behavioral health services, especially for those with the greatest need. The Accounting Assistant provides support to each of our life changing, lifesaving programs on a daily basis by providing exceptional internal and external customer service. This position works directly with the Manager of Finance and Administration and will provide direct support to the Director of Finance and Administration as well. As a behavioral health agency, we value and promote a healthy work/life balance.

**Essential Duties and Responsibilities:**

- Prepare daily bank deposits, reconcile remote deposit activity and enter all deposit transactions in MIP accounting software.
- Prepare monthly and quarterly funder invoices and monitor AR collections.
- Maintain accounts payable files and records, including vendor contracts and W-9 forms.
- Process invoices for payment, print and mail accounts payable checks.
- Respond to vendor and employee inquiries regarding invoices, expenses, and check requests.
- Manage corporate credit card accounting, including transaction entries, analysis, and reconciliations.
- Assist with monthly closings, journal entries, and account reconciliations.
- Process payroll.
- Maintain files and documentation thoroughly and accurately in accordance with company policy and GAAP.
- Sort and distribute department mail daily.
- Other duties as assigned.

**Job Requirements and Qualifications:**

Minimum Required Education:

Associates Degree in Accounting/Business Administration

Minimum Required Experience:

Two years' experience working in an office environment

Strong communication and computer skills

Preferred Education:

Bachelor's Degree in Accounting

Preferred Experience:

Three to Five years' experience working in the accounting field, including accounts receivable, accounts payable, and/or general ledger accounting.

Licenses/Certifications:

None

**Other Skills Required:**

- Proficient in Microsoft Excel and other Microsoft Office applications.
- Knowledge of general ledger functions, accounts receivable and payable systems and procedures.
- Knowledge of generally accepted accounting principles (GAAP).
- Strong analysis and problem-solving skills.
- Ability to exercise sound independent judgement within established guidelines.
- Strong time management and organizational skills.
- Detail oriented and ability to multi-task.
- Excellent verbal and written communication skills.

**Working Conditions / Environment:**

Monday through Friday 8:00am-5:00pm

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.