

**Position:** Accounting Assistant

**Reports To:** Administrative Services Director

**Summary:** This position is vital to the day-to-day support of our Administration department. This individual's primary duty will be to support the accounting and financial operations of the department. This position may also be required to provide back-up HR and office reception support to the Downtown Sacramento Partnership. This person must be extremely professional, organized, and have excellent attention to detail.

**Position is Full Time – Non-Exempt, Benefited**

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**Duties Include, But Are Not Limited To:**

**Accounts Payable Responsibilities**

- Process outgoing payments in compliance with financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate reports detailing accounts payables status
- Understands compliance issues around accounts payable processes (W-9, sales tax, etc.)

**Accounts Receivable Responsibilities**

- Processing accounting receivables and incoming payments in compliance with financial policies and procedures
- Performing day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables' data
- Preparing bills receivable, invoices, and bank deposits

**General Responsibilities**

- Month-end account reconciliation and reporting in coordination with CPA
- Compile and prepare routine reports and summaries
- Analyze financial data in order to identify and resolve any discrepancies
- Participate in annual audits.
- Maintain digital and physical financial records.
- Provide back-up review and filing of payroll documents as needed
- Provide general support to the department's Administrative and HR functions.
- Able to provide backup support to Front Desk Admin as needed. (Phones, greeting visitors, kitchen and conference room maintenance, etc.)

**Skills & Qualifications**

- 2-3 years of relevant, hands-on accounting or bookkeeping experience, HR experience a plus.
- Fluent with QuickBooks Online, or similar accounting software
- Familiarity with basic accounting procedures.

- Understand expense accounts and cost centers
- Able to analyze financial records and transfer information
- Accurate and precise attention to detail
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Self-motivated and self-directed
- Excellent verbal and written communication skills
- Ability to work independently on assigned duties
- Excellent time management skills; able to prioritize
- Assists team members when needed to accomplish team goals
- Strong aptitude for numbers, spreadsheets, and financial reports
- Able to use 10-key by touch, with accurate data entry, and handle high volumes of daily data/information

### **COMPENSATION**

- \$20/hr to \$22.50/hr, commensurate with experience. (Non-exempt, hourly position)
- Generous paid time off.
- Excellent benefits include health, dental, vision, life, and identity theft insurance.
- Employee Assistance Program at no cost to employee.
- 401k retirement plan with employer matching.
- Parking, on-site fitness center access, and more.

To apply – Please use our [LinkedIn](#) or email your resume (and cover letter if desired) to [hr@downtownsac.org](mailto:hr@downtownsac.org).