



COMMUNITY CARING CENTER

of Palm Beach County, Inc.

"Creating A Healthier Community"

Job Description

Administrative Accounting Assistant

Part-time 24 hour week @ \$21/hr - Salaried \$26,208 annually

Administration:

- Stays abreast of trends in office automation and recommends improvements to existing systems to ensure the utilization of the most cost-effective equipment.
- Maintains an efficient filing system for administrative files.
- Schedules and arranges all firm social events.
- Maintains calendar for professionals during busy season.
- Directs preparation and maintenance of office procedures manual and implements and monitors procedures
- Receives, approves, and, when necessary, investigates client's accounts payable invoices.
- Codes payables for accounts payable clerks to input.
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts.
- Keeps track of client assets.
- Handles client mail.
- Prepares appropriate schedules and reports as requested by clients and partners.
- Deposits accounts receivables into client bank accounts.
- Handles client payroll.
- Handles investments.
- Receives, reviews, and posts broker statements.
- Assists accountants on tax return preparation.
- Generates 1099's and W-2's for clients.
- Performs other duties as assigned from time to time by Executive Director or Financial Team

Personnel:

- Assists in recruitment/interview process for administrative and professional positions.
- Administers all employee benefit programs.
- Directs new employee orientation program.
- Maintains personnel files with current information.
- Monitors personnel evaluation system.
- Maintains personnel manual in accordance with applicable employment laws and guidelines. Updates personnel policies. Prepares/coordinates preparation of job descriptions. Communicates and interprets policies to all employees.

Finance:

- Accounts Receivable and Payable experience.
- Reviews employee time sheets and expense reports for propriety and substantiation.



COMMUNITY CARING CENTER

of Palm Beach County, Inc.

"Creating A Healthier Community"

Facilities:

- Supervises office maintenance to achieve a neat, clean, professional appearance.
- Serves as liaison with building maintenance contractors; responsible for physical operation of facility.

Marketing/Public:

- With proper direction, coordinates and monitors all approved marketing projects to assure project effectiveness and timeliness.
- Coordinates and provides staff support for all marketing communications and presentation materials, including brochures and literature, newsletters, direct mail pieces, and any other materials.
- Maintains necessary files and records to coordinate and monitor firm's marketing activities.
- Coordinates the establishment and maintenance of computerized marketing mailing lists.
- Serves as a liaison with all outside consultants in the areas of marketing, advertising, and public relations.
- Coordinates all marketing-related training programs.

Education, Experience, and Skills Required:

- Working knowledge of manual and automated accounting systems, well-developed financial analysis capabilities, and demonstrated ability to manage microcomputer operations and applications.
- Well-developed interpersonal skills. Ability to get along well with diverse personalities; tactful, mature, and flexible.
- Ability to operate independently and self-manage projects.
- Sound administrative skills. Well-developed management skills.
- Ability to establish credibility and be decisive, but able to recognize and support the management's preferences and priorities.
- Results and profit oriented with the ability to balance other business considerations.
- Strong analytical and reasoning abilities.
- Participative management style, advocates team concept.
- High energy level, comfortable performing multifaceted projects in conjunction with normal activities.
- Superior numeric skills.
- Excellent written and verbal communication skills.
- Ability to operate a computer and all general office equipment.
- Minimum education Bachelor's degree.
- Minimum 3 years of professional administrative experience, preferably with an accounting background.
- Datafaction
- responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate calculator, computer, and other general office equipment.
- Knowledge of computerized accounting – Quickbooks proficient
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep client/staff matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.
- Prior experience in Business Management preferred.
- Will be required to be a Notary Public.