

Job Description

Position Title: Accounting Assistant

Reports To: Accounting Manager

Status: Part time, 20-25 hours per week / Non-exempt

Since 1961, The Senior Source has served greater Dallas as the go-to nonprofit for aging services. We assist older adults at all income levels from the most active to the very frail. People come to us for help with job searches, nursing home advocacy, money management, guardianship, volunteer opportunities and counseling on various aging issues.

The mission of The Senior Source is to enhance the overall quality of life and empower all older adults in greater Dallas to thrive.

Purpose of Position:

The Accounting Assistant supports the CFO and other members of the accounting team with day to day operations. The successful candidate possesses exceptional organizational and time management skills, and experience working in a fast-paced environment. Responsibilities include maintaining daily worksheets and general ledger system, maintaining and completing files and records as needed, assisting with accounts payable and receivable duties, and providing general administrative support to CFO and Accounting Manager. Must possess excellent communication and interpersonal skills, and strong attention to detail.

Essential Functions

- Enter data into accounting systems and update various spreadsheets on a daily basis.
- Prepare and post monthly general ledger transactions including, but not limited to: pledge and account receivables, prepaid and account payables.
- Prepare all bank reconciliations prior to the month-end close.
- Assist in month-end close and financial statement preparation as needed.
- Analyze and reconcile general ledger for various accounts as assigned.
- Perform all aspects of the accounts payable function.
- Maintain vendor files.
- Perform other duties and responsibilities as required or assigned.

Education and Skill Experience

- High School degree required; Associate degree or relevant certification is a plus.
- Competency in Microsoft applications including Word, Excel and Outlook.
- Strong interpersonal skills (oral and written communications), active listening, positive attitude.
- Strong attention to detail and analytical skills.
- Must be goal oriented, and able to work independently as well as in a team environment.

The Senior Source is an Equal Opportunity Employer/Service Provider.

Interested applicants should send a resume and cover letter to Trish Clark at TClark@TheSeniorSource.org



THE SENIOR SOURCE®