

## SUNRISE OF PASCO COUNTY

### *Job Description*

**POSITION TITLE:** Accounting Assistant

**REPORTS TO:** Chief Finance Officer

**POSITION OVERVIEW:** Provide grant, payroll and accounting support to the Chief Finance Officer. This is a Full time position, 40 hours per week.

**RELATIONSHIPS:** Does not supervise other employees.

#### **PRIMARY FUNCTIONS:**

- Ensure current agency accounts receivable are paid in a timely manner.
- Audit Solutions Thrift Store daily receipts.
- Provide routine auditing of petty cash.
- Assist Chief Finance Officer with bank deposits in alignment with Sunrise policy FM820 *Segregation of Duties*.
- Assist Chief Finance Officer with monthly balancing of all bank accounts.
- Maintain grant expenditure spreadsheets.
- File paid vendor invoices.
- Issue checks as approved by the Chief Finance Officer.
- Prepare grant backups prior to filing monthly grant invoices.
- Prepare, ensure accuracy and submit final payroll on a Bi- weekly basis.
- Receive and complete payroll reports.
- Provide support to the Chief Finance Officer during end of fiscal year and contract year grant close-outs.
- Assist Chief Finance Officer with annual auditing preparation.
- Provide support to the Chief Finance Officer during any agency accreditation monitoring or site visits.
- Schedule and conduct new employee orientation, as needed.
- Routinely review employee personnel file to ensure completion and accuracy.
- Oversee and compile annual agency inventory lists.
- Responsible for the oversight of the risk management process.
- Other duties as assigned.

#### **SECONDARY FUNCTIONS:**

- May assist other members of the Sunrise staff if needed.

#### **PROHIBITED FUNCTIONS:**

- Does not respond to media requests.

#### **QUALIFICATIONS AND SKILLS:**

- Bachelor's degree.
- Must be computer literate in programs currently in use at the agency such as QuickBooks and Excel.
- Must have strong organizational, writing and math skills.
- Must be able to maintain professionalism at all times.
- Must be able to work independently and as part of a team.
- Must be able to work within a culturally diverse community with sensitivity and professionalism.

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of same.

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Employee Signature

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Date