



Job Description

Job Title: Accounting Assistant
Office: Finance
Reports To: Finance Director
FLSA Status: Full-Time Hourly Non-Exempt
Prepared Date: February 2026

SUMMARY

Assists the Finance Director and staff with a variety of accounting functions, including but not limited to multiple bank reconciliation, accounts payable, and general ledger accounting. This position also works with other finance and IT staff handling onsite conference cash management duties annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

This position works closely with the Finance Director and department staff with all aspects of Accounting. The duties of this position may include, but are not limited to the following:

- Multiple Bank Reconciliations from Directors throughout the U.S.
- Prepare daily and monthly excel reports for cash management and sub-account reconciliations including inventory valuation, expense allocations and fixed assets
- Complete journal entries
- Troubleshoot general ledger posting and reporting with an emphasis on accuracy of departmental, project, and expense coding
- Cash Receipt processing
- Donation processing
- Assist with annual audit preparations and schedules
- Serve as back up to other Finance Department staff during absences as needed and required.

Conference (Seasonal)

- Assist with onsite financial needs in areas of preparation and reconciliation of daily sales and registrations – cash boxes, checks, credit cards
- Assist with session offerings – collections, scheduled group counts, bank preparation
- Other conference related duties as assigned
- Must maintain a high level of structured transparency, responsibility and conscientiousness within all areas of conference onsite cash management

SUPERVISORY RESPONSIBILITIES

This position has no primary supervision responsibilities.

Oral and written instructions are received from the Finance Director, primarily, but may also receive direction from other Aglow Directors or others as assigned by Finance Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to travel by air to annual conference
2. Strong analytical and problem-solving skills
3. Must have the ability to work under pressure and meet deadlines
4. Must be willing to accept constant changes and have the ability to adapt to those changes with another plan
5. Must have the ability to think and carry through on details of a project from start to finish
6. Must be able to work in a team environment as well as subordinately and independently
7. Must have good interpersonal skills with the ability to effectively respond to questions from staff at all levels of the organization
8. Have good customer service skills both on the phone and in person

COMPUTER APPLICATION SKILLS

Training and/or experience in Microsoft Excel & Word, must be able to use a Ten Key by touch, and have experience with QuickBooks. Blackbaud Financial Edge & Raisers Edge experience helpful, but not required.

EDUCATION and/or EXPERIENCE

A.A. degree in accounting and/or equivalent related work experience in a finance/accounting office. Non-profit accounting experience preferred, but not required.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight measurement, volume and distance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Work in primarily seated position with computer keyboard and screen using hands to complete necessary functions; circulation throughout the office for problem solving/inter-office communications; must be able to operate standard office equipment (Printers, telephones, 10-key, copiers, folders, etc.) on frequent basis; must have the ability to lift and/or move up to 35lbs on a regular basis.