



Job Description

Title: Accounting Assistant
Department: Accounting
FLSA: Non-exempt
Reports to: Director of Accounting

We are seeking a detail-oriented and organized individual to join our team as an Accounting Assistant. The ideal candidate will be responsible for a variety of tasks including entering invoices into our accounting software, cutting and mailing checks, processing batch deposits, and reconciling accounts. Additionally, this role involves working closely with treasurers of boards to approve invoices and providing training on the approval process within our software.

What You'll Do

- Enter invoices accurately and timely into the accounting software system for multiple clients
- Prepare and distribute checks and electronic payments to vendors, ensuring timely disbursements
- Record batch and ach deposits
- Collaborate with treasurers of boards to approve invoices and provide training on approval processes within the software
- Assist in converting current clients from Sage Intacct to QuickBooks Online
- Reconcile accounts and ensure accuracy of financial reports
- Scan and organize financial documents for record-keeping purposes
- Provide exceptional customer service to internal and external stakeholders
- Accurately enter data into forms or spreadsheets
- Back up to Accounting Clerk and Assistant Director of Accounting
- Assist with administrative tasks as needed such as scheduling, answering phones, fielding client questions, filing, drafting and proofreading letters and documents, copying, printing, etc.
- Undertake other projects as assigned by management

Qualifications:

- Bachelor's or Associates degree in Accounting, Finance, or related field preferred
- Previous experience in accounting or bookkeeping roles preferred
- Proficiency in accounting software (e.g., QuickBooks, Intacct) and MS Office Suite
- Strong attention to detail and accuracy in data entry
- Excellent communication and interpersonal skills
- Ability to prioritize tasks and meet deadlines in a fast-paced environment
- Willingness to learn and adapt to new software systems and processes

Additional Information: This is a full-time position based in West Des Moines, IA. The successful candidate will enjoy a competitive salary and benefits package, along with opportunities for professional development and growth within the company. If you are a motivated individual with a passion for accounting and customer service, we encourage you to apply.

Minimum Physical and Mental Demands Required to Perform Essential Functions

Physical Requirements

1. Job involves reaching (horizontal and vertical) to obtain various books, printouts and file boxes, computer paper, etc. as well as some light lifting.
2. Capacity to use various office equipment including ten key calculator, copy machine, fax, typewriter, and computer terminal/keyboard.
3. Motor coordination (eyes, hands, finger movement swiftly and accurately), as well as manual and finger dexterity.

Cognitive Demands

1. Numerical, clerical, and forms differences/distinctions are critical.
2. Understand general accounting principles, fiscal record keeping, and reporting.
3. Computer literacy with demonstrated skills in the use of applicable program software.
4. Ability to read, interpret, and understand reference materials such as the chart of accounts,
5. Ability to obtain information by observation, investigation, interpretation, and visualization.

Language Ability and Interpersonal Communication

1. Requires regular interaction with DMS and Accounting team members.
2. Provides subject matter assistance to others through explanation, demonstration and related means.

The duties listed include what are generally considered to be primary and essential functions of the position. Specific circumstances may allow or require some assigned to the job to perform a somewhat different combination of duties. Diversified Management Services reserves the right to change job duties as needed to meet business goals and operational needs. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.