

Position Description: E3 Alliance Accounting Assistant

Classification: Part time employee or Contract

Direct Supervisor: E3 Alliance Chief Operations Officer

E3 Alliance is looking for a part-time accounting assistant, approximately 20 hours per week, to assist with day-to-day accounting tasks, primarily with Accounts Payable. This role must be familiar with common non-profit accounting transactions including: donor invoices, vendor bills, cash receipts, payments, account reconciliations, AP/AR aging, budgets and financial reporting (e.g., Balance Sheet, P&L). E3 Alliance currently uses Quickbooks Premiere Desktop for Non Profits and qualified candidates must have experience with this or a similar non-profit accounting system. This role will report to the Chief Operations Officer (COO) and will work closely with the Administrative Director, Event Coordinator, grant owners and other staff. This role is an excellent opportunity for individuals who have the necessary skills and experience and are looking for flexibility through part time work.

Primary Duties and Responsibilities

This role will perform wide range of duties including, but not limited to, the following:

- Enter vendor bills into accounting system and maintain calendar of expected bills
- Reconcile Credit Card Statement including matching receipts to bill, coding transactions, uploading to accounting system
- Track budget and actual spending for each major grant and prepare financial data for grant reports
- Run ad hoc and monthly reports
- Download and format reports to Excel and/or AdobePDF
- Review transactions for accuracy and consistent descriptions
- Assist with audit and tax materials and documentation
- Assist with data entry into Donor Tracking system
- Other duties as assigned

Minimum Qualifications

- Accounting/bookkeeping experience including A/P, Reconciliations and Reporting
- Experience using non-profit accounting system(s)
- Exceptional organization skills and attention to detail
- Proven ability to work independently on multiple complex tasks
- Excellent communication skills, both written and oral
- High proficiency in Microsoft Outlook, Excel, Powerpoint and Word

Preferred Qualifications

- Accounting degree/concentration
- Non-profit accounting certificate or experience
- Experience using Quickbooks Premiere for Non-Profits
- Experience using donor tracking system such as SalesForce or Donor Perfect
- Advanced experience with Excel (e.g., formulas, linked spreadsheets, pivot tables)
- Interest in or experience in improving educational outcomes for students
- Work in a fast-paced, mission-driven work environment