



Leichtag Foundation
Job Description
Accounting Assistant and Receptionist

Position Title: Accounting Assistant and Receptionist

Reports to: Director of Administration

Supervises: N/A

FSLA Status: Regular, Full-Time, Non-Exempt

Position Overview

The Accounting Assistant and Receptionist is responsible for a variety of duties related to the office and operations. This position maintains records, processed documents, has clerical tasks, receptionist duties, and provides a variety of recordkeeping services including full cycle accounts payable processing for Leichtag Foundation and its subsidiaries.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Office Administration (25%):

- Greeting and directing all visitors to the correct destination
- Managing the daily calendar for Leichtag Foundation meeting rooms
- Coordinating and scheduling meetings and appointments as directed, which includes ordering food, room set up, technology set up and troubleshooting, and any other meeting logistics
- Assisting in coordinating an active calendar for Executive team members, as directed
- Answering incoming calls, screening/directing calls, and taking and relaying messages to the appropriate team members
- Coordinating messenger and courier services
- Retrieving, receiving, sorting and distributing incoming mail
- Preparing outgoing mail for distribution
- Monitoring incoming emails and answering or forwarding as required
- Faxing, scanning and copying documents
- Maintaining office filing and storage systems
- Retrieving information when requested
- Coordinating and maintaining administrative records and listings, such as company credit cards, memberships, associations, subscriptions, dates and times of all events and meetings held on property
- Creating and maintaining form templates
- Typing documents, reports and correspondence
- Organizing travel arrangements for staff as assigned
- Attending meetings as directed, note taking, as well as, communicating follow up and action items
- Monitoring and maintaining office supplies
- Ensuring office equipment is properly maintained and serviced
- Keeping office, reception, and meeting areas clean and tidy

Accounting Assistant (65%):

- Responsible for full cycle accounts payables process for organization
- Collect, verify and organize vendor documentation including W-9, Certificates of Insurance (COI), invoices, contracts, agreements, credits, receipts, and statements
- Review and reconcile invoices, check request, and expense reports for appropriate signatures, account codes, dates, and discrepancies
- Support all staff in Accounting/Administrative Departments with all accounts payable processes for invoices and Grant payments
- Enter all invoices, check request, and expense reports in QuickBooks and QB online
- Prep for payment of vendors by preparing and filing ACH info with all supporting documentation
- Verify vendor accounts by reconciling monthly statements
- Enter new or update vendor data in QB or QB online
- Assist with online banking platform in regard to accounts payable
- Research and help resolve discrepancies in a timely manner
- Maintain accurate log of incoming checks and make deposits
- Maintain all Teams folders for Accounting and Grants processing
- Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures
- Download and prepare all credit card worksheets, distribute to card holders, and enter all transactions into QB with proper coding
- Ensure all credit card monthly statements are reconciled
- Attend monthly accounting review meetings with various departments to ensure proper coding of expenses
- Maintain confidentiality of all financial data
- Other duties as assigned

Other (10%):

- Maintain proper documentation both hardcopy files and electronic via Sharepoint and Quickbooks
- Provide back up support and cross training with administrative staff, as needed
- Assist in audit and tax filings
- Support review of general office expense invoices and bring concerns to supervisor's attention
- Assist tracking office inventory including IT hardware and accessories
- Aid in posting and providing information regarding policies and procedures
- Updating and maintaining data in various databases, such as contact records and activity logs in our CRM system, internal staff email and phone lists, and internal staff birthdays and anniversaries
- Performing work-related errands as requested such as going to the post office and bank
- Other duties as assigned

Required Qualifications and Experiences

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.

- Exceptional customer service skills; cooperative; strong team-player
- One to three years of work experience required, preferably in an office setting
- One to three years processing accounts payable and accounts receivable
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat
- Experience with Quick Books, or similar platforms, and CRM systems
Experience with online banking platforms
- High level of self-motivation with ability to manage priorities and work independently
- Commitment to the values and mission of the Leichtag Foundation
- Outstanding verbal communication skills with ability to anticipate requests, potential problems and act to resolve in real time
- Superior and consistent attention to details
- Excellent written, listening, and interpersonal skills
- Exceptional organizational and analytical skills, and strong ability to keep track of projects
- Poised and works well under pressure and in a fast-paced changing environment
- Able to manage goals and meet deadlines
- Able to work on a computer for extended periods of time
- High level of discretion and ability to handle confidential issues
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects and ability to prioritize tasks
- Pleasant, diplomatic manner and disposition in interacting with senior management, co-workers, and the general public
- Commitment to continuous improvement
- Experience with Salesforce preferred
- Bilingual (English/Spanish) preferred

Education

College degree in related field preferred or relevant professional experience.

Equipment Used

Computer, printer, office equipment.

Work Environment

The noise level in the work environment is usually moderate and will occasionally work outdoors. The Accounting and Administrative Assistant will primarily work inside an office setting. On occasion, work outdoors where there will be exposure to Southern California outside temperatures, chemicals used in the agricultural industry, and loud noises.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required

to reach with hands and arms. The employee frequently must squat, stoop, or kneel, and reach forward. The employee continuously uses hand strength to grasp standard office objects. The employee may need to bend, lift and carry while performing the duties of this job.