

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Accounting Assistant I
Program:	Administration
FLSA Class:	Non-exempt
Position Accountable to:	Director- Business and Finance, Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Maintain A/R, A/P for RVCDS for fiscal management
Educational Requirements:	Four year degree in Business/Accounting filed
Experiential Requirements:	
Additional Training required	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	90 days

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible, dependable and flexible.

Possess excellent verbal and written communication skills; computer experience, specifically in MS Office; general knowledge of office machines.

Experience in Administrative position utilizing computers.

If applicable, must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check, may require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to lift various items such as: reams of paper, mail bags/boxes, office supply boxes and other items that need to be moved.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep program director informed on all relevant matters.

Work effectively within a diverse environment.

Program

Maintain CR, invoices, A/R, A/P Bank reconciliations and computer databases for external accounts, line item financial reporting monthly.

Back-up for center directors.

Weekly deposits for River Valley.

Maintain ACH and Tips deposits.

Reconcile RVCDS deduction accounts and request checks, file reports as required by law and outside agencies.

Prepare 1099's for contracted accounted River Valley.

Internal Quality Control.

Control and issue monthly checks for CSPD account for contracted services with River Valley.

Other related duties as assigned.

Any other duties as assigned by the Executive Director and Director- Business and Finance.

Signature

Date