

## Accounting Assistant

At WASI, we believe Seniors deserve dignity and respect; and serving Seniors is our passion.

All our efforts focus on helping Seniors achieve the quality of life they need, so they can remain in the home and community they choose as independently as possible for as long as possible. We believe, in all things, we must work together and do our best.



WASI is a fun, dynamic 501(c)3 Non-Profit organization changing as needed to best meet the needs of the seniors we serve, offering Senior Housing, Nutrition services, Meals on Wheels, In-Home Services, Healthy Aging activities, and Adult Day Services.

The Accounting Assistant will handle a wide range of accounting, executive support, and administrative related tasks supporting all programs, as assigned by the Finance Director. Must be Team Oriented and able to work independently with little or no supervision.

The Accounting Assistant will perform tasks that provide quality assurance, separation of duties, and accuracy for Cash/Accounts Receivable; Invoicing and the preparation of various reports and documents for pay requests; and may act as back-up on Accounts Payable, Payroll, and General Accounting or Administrative tasks.

### Qualifications

#### Skills and Abilities Required:

- Must be able to pass background check and drug test, including cannabis.
- Accounts and Cash Receivables or related financial/accounting experience required.
- Experience using QuickBooks Software.
- Highly proficient in Microsoft Excel, Word, and Outlook.
- Ability to Maintain a high level of attention to detail and accurate record-keeping.
- Ability to analyze and systematically compile technical and statistical information to prepare reports; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant agreements, contracts, and administration.
- Communicate orally and in writing with customers, clients, staff, or the public. Work effectively with a variety of staff, governmental representatives, and the public.
- Ability to work under pressure and with sometimes conflicting deadlines.
- Grammatical, spelling, editing, and proof-reading skills required.
- General knowledge of accounting procedures and understanding of GAAP required.
- Familiarity with Balance Sheets and Income Statements.

#### Core Competencies:

- Belief in and ability to articulate the mission and core values of WASI.
- Ability to maintain a high level of confidentiality.
- Ability to multi-task, plan, set priorities, and organize several work assignments with limited supervision while meeting deadlines.
- Demonstrated proficiency in following policies, procedures, and regulations.
- Flexibility and adaptability as organizational needs change.
- Strong interpersonal skills required.
- Analytical skills.
- Organized, detail oriented, and self-motivated.
- Ability to use and/or learn a variety of software programs with comfort and ease. Eager to improve own skills.
- Support experience in professional, social services or grant administration.
- Ability to Operate a variety of office equipment.
- Any combination of experience and training that would provide the required knowledge and abilities.

Submit Cover Letter and Resume to [wasihr@alaskaseniors.com](mailto:wasihr@alaskaseniors.com)