

**Position Title:** Accounting Assistant  
**Reports To:** Sr. Director of Finance & Operations  
**Supervises:** N/A  
**Hours:** Part-time, 20 hours a week  
**Compensation:** \$26 - \$28 per hour  
**Location:** In-person  
**Date Created:** April 2025

### **Summary**

WayForward Resources is bringing our community together to create food and housing security through action and advocacy. This new position's main duties will be to manage accounts payable, record recurring entries into the financial system and reconcile accounts. They will be part of the staff team that reports to the Sr. Director of Finance & Operations. This team is collaborative and is responsible for the financial, administrative, technical, and general operations of WayForward.

At WayForward, no matter the role, we all are stewards of community resources, using them to best serve clients and guests towards our mission and vision. To do this, we bring community members, both donors and volunteers, together to create a lasting impact. The Financial Assistant is an integral part of WayForward's team and is a new position. Staff must demonstrate specific core competencies. WayForward is committed to its organizational values which impact everything we do. Our values are dignity, social justice, racial equity, hope, creativity, advocacy, inclusion, collaboration, and accountability.

### **Key Responsibilities:**

- Process cash assistance, invoices, and other disbursements weekly.
- Reconcile bank statements and ensure accuracy in financial records.
- Record payroll and other recurring journal entries in financial records. Actual payroll is outsourced.
- Assist with annual financial audit preparation.
- Maintain vendor records, including W-9s and prepare 1099 list for IRS filing.
- Calculate in-kind food and clothing revenue.
- Update budget in financial software.
- Identify discrepancies and resolve accounting issues.
- Support Finance & IT Specialist with deposits.
- Work closely with the Sr. Director of Finance & Operations.
- Other work-related projects as assigned.

### **Qualifications:**

- Attention to detail and good organizational skills.
- Understanding of basic accounting principles.
- Strong analytical and problem-solving abilities.
- Manage multiple tasks and meet deadlines.
- Strong computer skills. WayForward uses QuickBooks Online, Ramp, Office 365, and Google Workspace. Applicants do not need to be experts in all of these programs, some training will be provided.
- Able to deal with sensitive issues in a confidential, professional, ethical, and caring manner.
- Strong communication and interpersonal skills.
- Engage in personal and professional work around cultural competency and knowledge of racial justice values.
- Preferred schedule would be Monday, Tuesday, Wednesday hours.

**Education & Experience:**

- Associates or bachelor's degree in accounting, or similar degree or
- 1-2 years of experience in bookkeeping, accounting or finance.

**Physical Requirements:** Primarily sedentary work, exerting up to 25 lbs. of force occasionally or a negligible amount frequently. Able to travel to other community businesses and organizations. While the majority of the work will be office-based, some tasks may require local travel.

**Working Conditions:** Primary working position-sitting, with occasional standing, walking, stooping, crouching, and kneeling; frequent reaching, carrying, lifting, pushing, pulling, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-near.

**Work/Environmental:** Moderate noise level consistent with an office environment.

**Personal/Physiological:** Interaction with people, working around people, making judgements in emergency situations, frequent changes in duties and volume of work, intra-organizational communication.

**Background Check:** Due to the nature of this position, a background check will be required as part of the application process.

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.