

JOB DESCRIPTION ACCOUNTING ASSISTANT

Idaho Legal Aid Services, a statewide not for profit law firm, is seeking a half-time Accounting Assistant to join our Administrative Unit in Boise, Idaho. For further information about the firm, go to www.idaholegalaid.org. A detailed description of the position is as follows:

A. Prepare and Maintain Accounts Payables

1. Input, prepare and maintain accounts payables system.
2. Produce checks to pay vendors.
3. Input cash receipts to the financial system.
4. Create accounting files by date and type of record.
5. Maintain uniformly organized files for accounts payables, bank statements, grants and contracts, audits and other files as assigned.
6. Maintain retention of records and destroy files in a timely fashion per schedule.
7. Create and update accounting procedures manual.
8. Provide back up for the Administrator as directed.

B. Prepare Billings and Correspondence for Fringe Benefits Program

1. Create and maintain self-insurance records to reimburse employees.
2. Process monthly fringe benefit billings for payment.
3. Timely process and report new hires.
4. Maintain and balance statewide AAA contracts.
5. Prepare correspondence as necessary to assist in the flow of documents.
6. Assist in maintaining positive relationships with fringe benefit providers and other vendors.

C. Maintain Fixed Assets Program and Statewide Inventory

1. Maintain statewide fixed assets program.
2. Provide asset disposal information for reporting to the board.
3. Issue inventory tags to go on all assets statewide.
4. Maintain and balance asset records with the general ledger.
5. Ensure that statewide physical inventory is done as required.
6. Prepare reports for Administrator for annual tax reporting.
7. Prepare reports for auditor as required.

D. Prepare Quarterly and Annual Tax Reports And Assist With Audit

1. Prepare quarterly and annual payroll reports as directed.
2. Issue Form 1099's where appropriate.
3. Process annual tax summary forms for filing or mailing as directed.
4. Prepare audit confirmations, letters, and transmittals as necessary.
5. Prepare annual commitment schedule for auditor as required.
6. Provide back up for the Administrator as directed.

E. Maintain Internal Filing System

1. Establish/maintain all internal files and appropriate office systems.
2. Regularly file all materials as appropriate.
3. Maintain system of file retention/destruction.

F. General Duties

1. Perform errands as appropriate.
2. Prepare minutes of meetings when appropriate.
3. Record time spent on activities in case management system as appropriate.
4. Record Other Matters in case management system as appropriate.
5. Keep Administrator aware of location when out of office.
6. Perform other managerial tasks as requested.
7. Familiarize oneself with all office equipment.

G. Professional Development

1. Review individual development plan for self as appropriate.
2. Identify professional development areas which need attention.
3. Seek out available resources for purposes of self-education.
4. Attend relevant training sessions when available or required.
5. Educate self through reading job-related materials.
6. Seek constructive criticism.

H. Represent ILAS In A Professional Manner

1. Answer all telephone, email and/or personal inquiries in a courteous, cheerful, and efficient manner.
2. Demonstrate professionalism by dressing appropriately, being courteous, and giving professional greeting to clients, vendors, and others.
3. Conduct one's dealings with other staff members in a courteous, polite, and professional manner.
4. Protect the confidentiality of all clients at all times.
5. Conduct oneself as a representative of ILAS where appropriate and promote ILAS's purposes and goals.
6. Maintain the integrity of the firm at all times.

Pay DOE plus fringe benefits including health, dental and life insurance as well as generous paid vacation/sick leave. Please email a cover letter and resume to Ms. Mary Zimmerman, maryzimmerman@idaholegalaid.org. The position will remain open until filled.