



**RESEARCH INSTITUTE FOR LEARNING AND DEVELOPMENT  
ACCOUNTING ASSISTANT  
JOB DESCRIPTION**

**POSITION SUMMARY**

The Accounting Assistant position is ideal for a candidate interested in pursuing a career in financial management in both the not-for-profit and for-profit educational services field. The Accounting Assistant position reports to the Director of Finance to support the financial, accounting, and business management operations of a rapidly growing not-for-profit organization and a related clinical practice including:

- Work closely with the SMARTS Operations Coordinator and other marketing/sales staff to invoice customers for products and services, track payments received and follow up on outstanding accounts receivable as necessary.
- Coordinate and support customer contracting function including tracking contracts; supporting implementation of financial and administrative terms; coordinating with SMARTS team for updates/status on services delivered and invoicing as required; and overseeing close out of contracts to ensure completion of services/requirements.
- Coordinate and support vendor contracting, including assisting in preparing contract templates; managing contract tracking and filing of executed contracts; implementing financial terms and ensuring compliance with contract terms.
- Assist with and support Human Resources management activities, including processing bi-weekly payroll; onboarding new staff; managing time reporting system; data tracking, reconciliation with payroll register; human resource compliance activities and communications (e.g., implementing policies and procedures); supporting human resource requirements for remote workers (e.g., registering with other states),
- Assist and support other management activities including, insurance renewals, audits (workers comp), registrations, retirement plan administration/open enrollment, and other requirements as needed.

The position is part-time 25-30 hours a week but there is expected to be opportunity to grow with the position, including increasing the FTE over time. The position would require working 4-5 days each week (5 to 6 hours a day) with a minimum of two days on-site.

**QUALIFICATIONS/EXPERIENCE**

Financial/Accounting/bookkeeping/ and/or payroll processing experience.

QuickBooks desktop experience preferred but would consider training the right candidate.

Strong Excel and data management skills.

Able to understand and utilize contract templates and documents to collect key information for tracking/management purposes.

High Attention to Detail and accuracy.

Problem solver/strong communication skills.

Strong internal and external customer service orientation and skills.

Ability to work in a team /matrix environment and manage responsibilities that include coordination with other teams to ensure completion.

Ability to work independently but know when to check in and/or ask questions.

Work with Confidential/sensitive information.

Ability to grow with the position.

Please submit cover letter and resume to Mark Logan, Executive Director, at [mlogan@researchchild.org](mailto:mlogan@researchchild.org)