

Position Title: Accounting Assistant  
Reports to: Director of Administration and Finance  
Employment Status: Part-time, non-exempt

**Organization:**

Women's Empowerment is a community based nonprofit organization whose mission is to educate and empower women who are homeless with the skills and the confidence necessary to secure a job, create a healthy lifestyle and regain a home for themselves and their children. Women's Empowerment is the most comprehensive job-readiness program in Sacramento exclusively designed to serve homeless women and their children. Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

Women's Empowerment offers a supportive environment whose employees work as a team to provide the highest quality of services. We use a strength based model in our work and focus on excellence in all of our programs.

**Position Overview**

This position is responsible for providing accounting support to agency directors and managers. The employee will be responsible for keeping financial records updated, preparing reports and reconciling accounts. This position is responsible for running accounting software to process business transactions like accounts payable, accounts receivable, disbursements and receipts.

The ideal candidate will have a passion for the success of Women's Empowerment and the work it does and a general knowledge of the challenges unique to homeless women, children, minorities and persons with disabilities. They will also possess a high attention to detail and ability to multi-task in a fast-paced office setting.

**Principal Activities and Responsibilities**

Under the direction of the Director of Administration, the Accounting Assistant will

- Processes disbursements, receipts, payables and receivables
- Create invoices for Get A Job Kit sales.
- Record entries to Get A Job Kit inventory.
- Enter payments against receivables.
- Process, record, and pay invoices, bills and other transactions.
- Monitor petty cash, enter disbursements from petty cash, write checks to replenish cash.
- Track in-kind donations and prepare entries.
- Order office supplies, business cards and Get A Job Kit inventory.
- Maintain office equipment including copiers
- Prepare bi-weekly payroll, ensure tax payments and returns are filed, make all payroll changes necessary, process year end payroll tax returns and reporting.
- Type accurately, prepare and maintain accounting documents and records.
- Function in accordance with established standards, procedures and applicable laws.

**Qualifications:**

- Familiar with bookkeeping and basic accounting procedures
- Competent in MS Office, databases and accounting software
- Hands-on experience with spreadsheets and financial reports.
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Well-organized

**Desired Personal Qualities**

Professional integrity, and ethical conduct are paramount. Alignment with the mission of Women's Empowerment is critical. General knowledge of the challenges unique to homeless women, minorities and persons with disabilities is a plus. Experience in the nonprofit sector is preferred.

**Responsible for Self-Development**

- Continually learn and enhance professional and interpersonal skills
- Model healthy boundaries and self-care

**Physical Requirements**

Physical requirements are those that are present in normal office environment conditions, and will involve moderate lifting.

**Licenses**

Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

**Duties may involve occasional evening and weekend work to meet programmatic and organizational needs.**

**Benefits include:** medical, dental, life insurance, vacation, holidays, IRA employer match.

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Signature

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Date