



## **Job Description**

### **Job Overview**

We are seeking a detail-oriented and motivated Accounting Assistant to join our Resources Hub. The ideal candidate will have a solid understanding of payroll concepts and be proficient in various accounting software. This role involves supporting the accounting department with daily operations, ensuring accuracy in financial reporting, and maintaining organized financial records. If you are passionate about numbers and possess strong analytical skills, we encourage you to apply.

### **Responsibilities**

- Prepares daily cash logs used for monthly journal entry to ledger.
- Perform account analysis and reconciliations to ensure accuracy.
- Process payroll ensuring all employees are paid properly with approved salary rates, paid leave and other pay types and deductions.
- Utilize accounting software such as ADP and QuickBooks for data entry and reporting.
- Support corporate accounting functions by maintaining accurate financial records.
- Collaborate with hub members to streamline accounting processes.
- Prepare documentation for audits and assist in the audit process as needed.
- Maintain confidentiality of financial information and adhere to compliance standards.

### **Qualifications**

- One to three years' related work experience.
- Proficiency in payroll/accounting software, including QuickBooks, ADP and Microsoft Office, is preferred.
- Understanding of financial concepts, corporate accounting, and public accounting practices.
- Strong analytical skills with attention to detail for accurate account analysis.
- Ability to work independently as well as part of a team and to handle multiple tasks simultaneously.

- Excellent organizational and communication skills; and interpersonal capability to maintain confidentiality.

If you are interested in this position, submit your resume to Human Resources: [\*\*hr@wmu.org\*\*](mailto:hr@wmu.org).

Job Types: Part-time, Temporary

Expected hours: 12 – 16 per week

Schedule:

- 4-hour shift

Work Location: In person