



## **Accounting Assistant – Part-time**

**Department:** Administration

**Relationships:**

- Reports to Chief Financial Officer

**Location:** Norristown, PA Office

**Position Summary**

Our people are our greatest resource! We are seeking an Accounting Assistant – Part Time to perform a variety of bookkeeping and clerical tasks. Duties include providing support to our existing accounting staff by completing weekly/monthly recurring steps in support of our monthly close. The ideal candidate is trustworthy, a quick learner and experienced with working in Excel. A working knowledge of accounts payable systems is required, along with general accounting experience, including familiarity with departmental and project coding as well as intercompany transactions. Must possess attention to detail and problem-solving skills and the ability to multi-task.

The daily work schedule is flexible and requires 20 hours per week during normal business hours.

**Key Responsibilities**

- Manage staff and volunteer credit card program from issuance, configuration, expense report approval, and recording in the accounting system. Support and troubleshoot cardholder login, coding, and reporting issues. Strong communication skills are required.
- Record companywide investment activity by downloading monthly statements to recording the activity on a monthly Excel worksheet; create a journal entry and export it to the accounting system.
- Manage bank deposit activity for approximately fifty local programs, matching remote deposits to bank accounts and reviewing account and event coding and uploading deposits into the general ledger. Support and troubleshoot local program volunteer login, coding, and reporting issues.
- Detail balance sheet account analysis and reconciliation
- Other duties as assigned

**Qualifications**

- Associates degree in related field preferred
- Minimum of 3 years' experience in the Accounting field
- Working knowledge of Office 365 software

- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and, if hired, present proof of vaccination by start date.

### **Requirements**

SOPA requires employees to be fully vaccinated against COVID-19 and provide proof of your full vaccination status prior to your start date.

Salary range of \$22 to \$24/hour.

**Application Instructions:** Applicants should email [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org) with a cover letter, resume, and salary requirement.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

### **ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit [www.specialolympicspa.org](http://www.specialolympicspa.org).