

Northwest Michigan Works! Accounting Assistant

Northwest Michigan Works! is the leading workforce development agency serving job seekers and employers in Northwest Lower Michigan. We have an opening for a full-time professional to join our accounting team and serve as the Accounting Assistant for Northwest Michigan Works!

Responsibilities, Essential Duties and Functions

An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

- Prepares, processes and data enters invoices; ensures that all required documentation is in appropriate files.
- Processes payment to vendors.
- Receives contracts, ensures information is complete, reviews invoices from employers for accuracy, processes payment.
- Collects data, creates, and maintains spreadsheets or other reports as requested.
- Provide general accounting support to all levels of staff and leadership.
- Maintain strong internal controls and keep documentation up to date.

Essential Qualifications, Knowledge, Skills and Abilities Required:

- Associates degree or relevant experience preferred.
- Demonstrated proficiency with office computer equipment and accounting software. Knowledge of FundBalance or other fund accounting software preferred.
- Well-developed verbal, written communication and listening skills.
- Detail oriented; ability to record information with 100% accuracy.
- Demonstrated ability to meet deadlines, as well as to organize data, prepare and produce reports and other business related documents as requested.
- Thorough knowledge of spreadsheets and database management concepts and word processing skills.
- Ability to maintain confidentiality.
- Ability to work effectively as a member of a team.

Compensation

This is a full time salaried position paying \$35,000-\$40,000/year located in Traverse City, MI. The employee is entitled to the Networks Northwest fringe benefits package that includes: Comprehensive health, dental and vision insurance with employer paid premiums; life insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, and paid holidays.

If you think you'd be a great match for this position, we want to hear from you! Send your cover letter and resume to Darla.Rowland@NetworksNorthwest.org by February 3, 2023.

Networks Northwest is an Equal Opportunity Employer.