Brief Description of Organization:

Ronald McDonald House Long Island is a not-for-profit 501(c)(3) organization that focuses on the critical needs of children by operating programs that provide families with access to pediatric healthcare on Long Island and allows the family unit to remain together during the stress and uncertainty of a medical crisis.

Position Title: Part-time Accounting Assistant

Hourly Rate: $20 - $23/hour (commensurate with experience)

Schedule: 20 hours a week

Reports to: Director of Finance

Position Summary/Overview:

The Accounting Assistant supports the department by performing basic accounting tasks such as data entry, invoice processing, bank reconciliation, maintaining financial records, preparing financial documents, and assisting with the overall accuracy of financial information. This position also performs various administrative duties related to finances and payment processing, ensuring timely and accurate completion of assigned tasks.

Key Responsibilities may include:

- **Data entry**: Recording financial transactions into accounting software, including receipts, invoices, etc.
- **Bank reconciliation**: Matching bank statements to company records to ensure accuracy
- **Credit card receipts**: Assist in the collection and coding of expenses
- **File management**: Maintaining accurate filing systems for accounting documents & help team go digital.
- **Accounts receivable**: Invoice and follow up on Receivables for Special Events, Capital Campaign & Operations Pledges.
- **Journal entries**: Process monthly recurring general journal entries.
- **Events**: Assist with the Money Team at various fundraising events.
- **In-Kind**: Review and approve in-kind documentation; monthly entries; reconciliations.
- **Donor Database**: Assist with reconciliation between journal entries and donor entries.

Background, Education, Experience, Knowledge & Skills:

- Bachelor's Degree in Accounting (preferred)
- At least three years of experience in the Accounting field
- Proficient in Excel a Plus
- Experienced in Accounting Softwares
- Analytical and keen eyes to spot errors
- Must be organized, have strong attention to detail
- Be able to work well in a team; while also able to work independently
- Strong written and verbal communication skills