CAREER OPPORTUNITY

Title: Refugee Accounting Assistant

Hours: Full-Time (Non-Exempt 37.5 hrs)

Brief Description:
This position works with the Refugee Resettlement Senior Accountant, primarily to ensure that Match Grant (MG) program's financial objectives are met. This position is responsible for maintaining individual records and payments for clients who are enrolled in the MG program in compliance with USCCB standards, OMB 122 Standards for Government Contracting, and Generally Accepted Accounting Principles. This position is also responsible for the financial aspects of the case records and assisting the Senior Accountant with reporting as needed.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive)

Verifies the accuracy of invoices, prepares check requests, and USCCB Vouchers for the individual clients.
Resolves discrepancies and investigates questionable data. (50%)
- Prepares vouchers and check requests for individual refugee clients enrolled in USCCB Match Grant.
- Verifies the accuracy and appropriateness of expenses and requests for funds under the grant.
- Enters data into Sage 50 to create, process, and track purchase orders.
- Handles transactions in timely fashion to meet deadlines and to ensure reimbursement of grant funds.

Updates and maintains accounting journals, ledgers and other records for each refugee enrolled in USCCB funded program. (30%)
- Updates and maintains ledgers for each client enrolled in Match Grant.
- Maintains spreadsheets containing expenditure data for all actively enrolled clients, to track dollars spent per client and case number.
- Assists in extracting data for reports as necessary.
- Monitors, balances, and closes client accounts. Files scanned documentation in Apricot as required.

Track expenses and reconcile statement for agency credit card expenditures. (15%)
- Collects and analyzes receipts from purchases made on behalf of clients.
- Updates and maintains records of receipts for each client.

Attends and participates in departmental and staff meetings with relevant data (4%)
- Attends and participates in weekly Refugee Resettlement staff meetings.
- Attends and participates in monthly Refugee Resettlement financial meetings.

Other support-related responsibilities as may be needed which are consistent with the accepted standards of CSSMV, as well as Teamwork and Professional Growth. (1%)
- Actively and regularly attends and participates in informal processes or projects.
- Actively participates in ongoing evaluation process of position.
- Takes responsibility for bringing issues and goals to supervisor.
- Demonstrates an attitude and approach to “Team Player.”

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MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE:

• Associates Degree preferred, with emphasis on accounting
• Competency in Microsoft applications including Word, Excel, and Outlook
• Competency in Sage or other accounting software
• Organizational, verbal, and written communication skills are a must
• Attention to detail and ability to multi-task
• Knowledge of budgeting and accounting procedures

Interested candidates should send a resume with salary requirement to:

Human Resources
Catholic Social Services of the Miami Valley
922 W. Riverview Ave., Dayton OH 45402

or e-mail to jobs@cssmv.org or fax to 937.222.6750