

METUCHEN ASSEMBLY OF GOD, INC.

JUNIOR ACCOUNTANT

POSITION SUMMARY:

This position is responsible for recording, analyzing, reconciling, and reporting internally on financial transactions. The position reports to Senior Accountant and provides accounting and clerical support for all financial and human resource functions, including payroll.

JOB DUTIES:

- Records deposits, transfers on-line contributions, and maintains individual contributor records.
- Maintains vendor file, including federal tax status and IDs.
- Records invoices, check requests, and expense reports, including determination of accounting codes and resolving payment and documentation discrepancies.
- Prepares expense reports of current credit card transactions for completion by staff.
- Records tuition and fees and reports on delinquent balances.
- Reviews and adjusts payroll time card entries; documents and enters payroll adjustments.
- Assists with preparation of financial reports for management, Board, and bank.
- Investigates and responds to financial inquiries from vendors and parents.
- Files supporting paper documentation and assists with maintenance of on-line and paper files.
- Performs other tasks as required to support the financial and human resource functions.

JOB REQUIREMENTS:

- Bachelor's degree in Finance or Accounting preferred. Associate degree in Accounting considered.
- Knowledge of general accounting principles and methods and financial reporting.
- Strong personal computer skills, including basic proficiency in Excel and ability to learn multiple applications. Experience with Quickbooks is a plus.
- Strong analytical skills. Ability to research and resolve problems working in a team environment.
- Strong interpersonal communication skills.
- 1-3 years of accounting experience a plus.
- United States work authorization

LOCATION: Metuchen, NJ

POSITION TYPE: Full-time (35-40 hours per week, Monday to Friday)

COMPENSATION: Depending on education and experience. Includes access to full-time staff benefit package.

If you are interested in this position please email resume to smathews@metuchenag.org