

# **PENNSYLVANIA ASPHALT PAVEMENT ASSOCIATION**

## **JOB DESCRIPTION**

### **Part Time Accounting Administrator**

**Overview:** This confidential position is responsible for maintaining all financial records for the Association using Sage Accounting Software, invoicing member dues and paying bills.

#### **Responsibilities:**

- Effectively and efficiently maintain day-to-day Accounts Receivables (AR), Accounts Payable (AP) and General Ledger (GL). Preparation of journal entries and GL account reconciliations, account analysis and reporting.
- Maintain precise records of all memberships and membership spreadsheets, annual dues, and payments. Update all producer plants and assessment dues based on internal audits. Invoicing yearly and quarterly dues assessments.
- Examine and process invoices for payment and pay in a timely prescribed manner.
- Record and process bi-weekly payroll and SEP in accounting software.
- Maintain confidential financial records and adhere to the accounting retention schedules.
- Maintain all banking information, including monthly bank reconciliation and bank deposits. End of month reconciliation of checking and money market accounts.
- Assist in developing PAPA annual budget and cash flow analysis by providing historical data. Maintain reserve account information and yearly cash flow.
- Track event registrations to include AR/AP and attendee information.
- Maintain expenditures by budget line items, status monthly report, including income and expenses for all PAPA Events.
- Prepare monthly cash flow, budget status and reserve account status for Executive Director.
- Maintain business insurance by carriers.
- Process monthly expense reports.
- Process New Member Applications and welcome packets.
- Track office inventory (furniture, computers, etc.).
- Order office supplies. Check and distribute incoming mail.
- Assist office staff as needed. Perform other duties as assigned.

#### **Compensation/Benefits:**

- 15 hours/week at negotiated hourly rate. Salary DOE.
- SEP IRA offered
- Life Insurance

#### **Top Skills:**

- Accounts payable, accounts receivable, invoices, billing.
- Expert in Sage Accounting Software or knowledge of QuickBooks is a must.

- Skilled in working with computers and expert knowledge of Microsoft Outlook, TEAMS, Word, etc.
- Processing ACH, wire, and credit card payments.
- Able to create and navigate Excel spreadsheets and create simple formulas.
- Demonstrate time management skills and the ability to work independently.
- Excellent communications skills, organization skills, analytical ability, and problem-solving skills.
- Basic Website technical knowledge and skills.

**Qualifications:**

- Minimum of High school diploma. Two-year/Four-year college graduate-Accounting Major preferred.
- Two to five years of accounting/bookkeeping experience in a professional environment.
- Experience with balance sheet reconciliations and payment processing through wire transfers, ACH, checks.
- Highest level of integrity.
- Requires excellent organization, time management, interpersonal skills.
- Eligibility to work in the US.

PA Asphalt Pavement Association is an Equal Opportunity Employer.

**Job Summary**

We are seeking a detail-oriented and organized Accounting Administrator to join our finance team. The ideal candidate will be responsible for managing various accounting functions, ensuring accuracy in financial reporting, and contributing to the overall financial health of the organization. This role requires a solid understanding of accounting principles and practices, as well as the ability to interpret financial reports effectively.

**Duties**

- Prepare and maintain accurate financial records, including accounts receivable and accounts payable.
- Conduct cash flow analysis to monitor the organization's liquidity and financial stability.
- Perform bank reconciliations and balance sheet reconciliations to ensure accuracy in financial statements.
- Assist in the preparation of financial reports, providing insights through financial analysis.
- Manage technical accounting tasks, ensuring compliance with relevant regulations and standards.
- Collaborate with other departments to support financial management initiatives and improve processes.
- Respond to inquiries related to financial transactions and provide support for audits as needed.

**Experience**

- Proven experience in accounting or finance roles, with a strong understanding of financial report interpretation.
- Familiarity with cash flow analysis, bank reconciliation, and balance sheet reconciliation is essential.
- Experience in both accounts receivable and accounts payable processes is preferred.
- Strong analytical skills with the ability to conduct thorough financial analysis.
- Proficiency in accounting software and Microsoft Excel is highly desirable.
- Excellent attention to detail and organizational skills are critical for success in this role.

If you are passionate about accounting and eager to contribute to a dynamic team, we encourage you to apply for the Accounting Administrator position.