JOB TITLE       JOB CLASSIFICATION
Accounting Assistant               Part-time, Non-exempt
                                      10 hours per week

Starting Wage
$23-$27 per hour

Position Summary
The Accounting Assistant supports the organization’s financial and compliance health and operations. This position requires excellent attention to detail, strong communication skills, and demonstrated organizational skills. Responsibilities include a variety of accounting support, including vendor relations, accounts payable, journal entries, reconciliations and digital filing.

The assistant reports to the Director of Finance and Administration.

ROLE AND RESPONSIBILITIES

Accounting Support:

- Ensure all accounts payable and credit card transactions have proper receipts, approvals, and accurate General Ledger, Funder, Program and Project coding
- Enter data into accounting systems and balance entries
- Research and resolve payment discrepancies
- Reconcile accounts on a monthly basis
- Prepare required accounting reports for accounts payable, accounts receivable, and journal entries
- Apply client payments to appropriate funder
- Ensure all accounts receivable, deposits, gift processing, and monthly transactions are entered and reconciled
- Enter payroll benefit journal entries

Administrative Support:

- Communicate with co-workers, management, and others regarding check requests, special requests, and/or pending payments
- Manage accounts payable process
- Maintain W-9 files for all vendors
- Maintain financial records including deposit, credit card, and vendor filing system
- Provide support for audits and internal account reconciliations
- Maintain organized chart of accounts with definitions

Other Duties:
- Other accounting, reporting, and special projects as assigned

KEY SKILLS and QUALIFICATIONS
This position requires a self-motivated and flexible individual with excellent organizational skills and the ability to handle multiple concurrent projects.

- Two or more years of relevant experience
- Experience with QuickBooks and non-profit accounting required
- Highly detail orientated
- Excellent time management and organizational skills
- Ability to quickly adapt and respond to organizational needs
- Experience with Microsoft Office Suite including Word, Excel, and Outlook
- Experience working with diverse populations

Flex Scheduling/Remote Opportunities
This position is part-time with flexible hours. Most hours can be completed remotely with weekly or bi-weekly meetings at the Vermont Humanities office in Montpelier. Computer equipment will be provided to complete this work.

Travel
No travel is anticipated in the scope of this position.

Supervisory Responsibilities
The Accounting Assistant may be called upon to work with external contractors.

Our commitment
Vermont Humanities is committed to creating an inclusive workplace that promotes and values diversity. We strive to be diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to build and maintain an organization where everyone can do their best work. We believe that people of color, people from working class backgrounds, women, people with disabilities, and LGBTQ+ people must be centered in the work we do. We strongly
encourage applications from people with lived experience in these communities or from other marginalized backgrounds.

Vermont Humanities is an EOE/affirmative action employer. We provide reasonable accommodations in the recruitment and employment of persons with disabilities.

About Vermont Humanities
A statewide nonprofit organization founded in 1974, Vermont Humanities seeks to engage all Vermonters in the world of ideas, foster a culture of thoughtfulness, and inspire a lifelong love of reading and learning. Our values include equity, curiosity, humility, and bravery. A state affiliate of both the National Endowment for the Humanities and the Library of Congress, Vermont Humanities has developed a broad range of programs that serves Vermonters of all ages and backgrounds. In 2021, 31,365 people took part in 562 activities hosted by us or by our community partners. In addition to running our own programs, Vermont Humanities is also a funder of local cultural initiatives with a robust and growing grantmaking program.

With the advent of the pandemic, Vermont Humanities has continued to serve in a leading role in Vermont’s cultural sector, increasing grantmaking through funding from the CARES Act and American Rescue Plan, while providing guidance and support to the sector as a whole. Our development program is robust and has continued to out-perform our goals in both 2020 and 2021.

Learn more at www.vermonthumanities.org.

HOW TO APPLY
Send a resumé and cover letter to jobs@vermonthumanities.org. Applications will be considered until the position is filled.