



JOB TITLE: Accounting Assistant INTERNSHIP

POSITION REPORTS TO: Director of Finance

POSITION GENERAL SUMMARY:

The job requires a thorough understanding of the Foundation's Chart of Accounts, Grants, Cost Allocation Plans, and Programs that fund the Foundation's Expenditures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for analyzing and allocating each W-2 and 1099 employee's gross earnings, payroll taxes, and fringe benefits to the departments, grants, projects/activities, and functional categories worked, based on bi-weekly certification of hours.
2. Review and record weekly fundraising deposits.
3. Review and record weekly NCLH Museum & Gift Shop Center weekly deposits.
4. Analyze and record monthly web-site activity.
5. Analyze, record, and remit monthly and quarterly sales tax.
6. Analyze and record monthly volunteer service hours.
7. Analyze and record monthly Water Quality Fuel Vehicle Logs.
8. Assist with draft and development of internal control memos.
9. Assist with stale dated checks.
10. Assist with month end close.
11. Assist with year-end close and audit.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of General Accounting Procedures.
- Knowledge of Payroll Processing.
- Knowledge of relevant Accounting Software.
- Proficient in data entry.
- Proficient in Microsoft Excel.
- Ability to interact effectively with employees via telephone, e-mail, and in person.



KEY COMPETENCIES:

- Organizing and Prioritizing
- High Level of Attention to Detail
- Accuracy
- Efficiency
- Adaptability
- Confidentiality
- Judgment
- Communication Skills
- Problem-Solving Skills
- Team Work
- Ability to Meet Deadlines