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POSITION POSTING

November 7, 2025

Accounting Assistant

1 full-time opening 30 - 40 hours per week

Home Office: Monticello

Hourly Wage Scale:

\$22.42 - \$26.34 - \$30.26

Primary Objective of Position: Responsible for day-to-day accounting functions which include but are not limited to: general ledger, accounts payable, payroll, cash receipts, and month end projects as needed. Assist department on special projects. Contribute to a healthy, safe, and inclusive work environment for all.

Qualifications

- Proficiency with personal computer usage, Microsoft Office products, email, and the Internet
- Experience with accounting software programs and Microsoft Excel
- Knowledge of operating standard office equipment including fax machine, copier, and 10-key
- Ability to prioritize a series of work tasks and meet objectives efficiently, accurately, and timely
- Ability to follow rules and procedures
- Strong verbal and written communication skills
- Strong analytical skills

Essential Functions

- Process biweekly payroll. Assure proper back-up data is included and signed by a supervisor, maintain employee master records database, and monitor deductions
- Process accounts payable which includes work with multiple allocations and extensive coding
- Prepare payroll tax reports and other payroll reports as required
- Prepare general ledger journal entries
- Maintain accounting software database and support coordination
- Prepare daily bank deposit and verify bank balance
- Recognize and report errors and omissions or when rules or procedures are inadequate for the purpose intended
- Process on-the-job training contracts according to current policy

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- Accounting related filing
- Enter purchase orders
- Effectively communicate with staff and vendors to resolve questions or problems
- Special projects as needed

Education, Training, and Experience

A two-year degree/certificate in accounting or equivalent relevant experience.

To Apply:

Send cover letter and résumé to:

Human Resources:

employment@cmjts.org

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