



Nantucket Conservation Foundation

Accounting/Payroll/HR Assistant

Title: Accounting Assistant
Classification: Exempt
Reports to: Director of Finance & Administration
Direct Reports: None
Revised Date: 02/01/2021

Summary:

The Accounting Assistant reports to the finance director and will be responsible for all accounts payable, including the processing and coding of invoices and preparation of payment packages. Monthly invoices and statements will be coded to the general ledger and tracked against annual budget for the Foundation's Science, Land Management, Marketing & Development Departments, as well as its Cranberry Bog and Cottage Rental operations. Under direct supervision, the Accounting Assistant will prepare payables for approval.

In addition to this integral accounting support role, the Accounting Assistant will provide essential support in the processing of the Foundation's biweekly payroll, assist with and process benefits administration, including Paid Time Off, Health, Dental and 401 k plans. This role requires a high degree of competence, discretion and confidentiality, with demonstrated experience in payroll and benefits administration. This role will assist in the adding and termination of employees to payroll and benefits, as per policy and plan documents.

The Accounting Assistant will participate in the logistics of all finance and accounting related tasks and responsibilities, including the processing of mail, general office management matters such as maintaining office equipment and/or ordering supplies. The Accounting Assistant will work closely with the Director of Finance to interface with the Development Department to assist in the processing of donations, as directed and according to established policies. Additionally, this role is integral to processing and providing year-end audit documentation, as well as support for the Foundation's annual insurance and compliance audits, and other duties as assigned.

Specific Responsibilities

1. Process, code and input invoices into the accounting system for approval and payment processing for sign off by the Director of Finance
2. Create financial reports for cash disbursements related to accounts payable
3. Maintain paper and electronic filing systems with accuracy and easy retrieval of information for all payments and invoices made throughout the fiscal year
4. Generate financial and back up reports related to the year-end audit
5. Provide direct and administrative support to the finance department, including general office management, the dissemination of information and planning and scheduling of meetings
6. Assist and process biweekly payroll including timesheets and calculations for hourly employees
7. Benefits administration includes health care, dental and 401 k plans, as well as annual renewals, requirements, notifications and reviews, to include annual audits



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8. Responsible for tracking employee paid time off and processing accruals into payroll and personnel records
9. May also conduct pre-employment background screenings
10. Prepares new hire paperwork and obtains required documents from supervisors and applicants; Verifies and maintains I-9 documents
11. Inputs personnel changes in HRIS
12. Sets up and maintains personnel files and manages updates to mandatory Job and HR postings
13. Tracks and conducts periodic re-verification of renewable documents
14. Manages and orders office supplies
15. Coordinates cleaning of corporate office
16. Supports other office operations, such as meeting preparations and equipment maintenance
17. Other duties as assigned

Skills and Knowledge Required

1. Bachelor's degree required
2. Must have strong Accounting and QuickBooks software experience
3. Prior experience in payroll and accounts payable required
4. Nonprofit organization experience preferred
5. Experience with MS Office, Outlook, Excel and databases
6. Experience with Blackbaud software, including Financial Edge, is desirable
7. Outstanding attention to detail, communication and interpersonal skills
8. Ability to handle confidential material with discretion
9. Must be able to multi-task in a fast-paced environment with a willingness to take direction
10. Must be highly organized, detail-oriented, self-motivated, set high standards for accuracy and efficiency, and demonstrate a strong work ethic

Physical Requirements

- Capable of lifting and carrying a minimum of 50 pounds.
- Able to operate electronic office equipment