



Position: Accounting Associate
Department: Finance
Position Type: Full-time, non-exempt
Reports to: Senior Accountant

Working Solutions (www.workingsolutions.org) is a Community Development Financial Institution (CDFI) whose mission is to provide microentrepreneurs with the access to capital and resources they need to start or grow a successful business. We serve a diverse population, but prioritize serving low-income individuals, women, and minorities. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide small business loans (microloans) from \$5,000 up to \$50,000, post-loan business coaching and advising for the term of the loan. The organization was established in 1999 and launched its microenterprise development program in 2005. Since 2005, Working Solutions has extended over \$13 million in microloans to entrepreneurs with a 96% repayment rate and has educated thousands of entrepreneurs.

Position Overview:

We have an awesome opportunity for a junior Accountant/Bookkeeper. In this position, you will be responsible for responsible for accounts payable and receivable, payroll, and banking. You will also assist with general ledger duties and reporting.

Responsibilities:

- Input accounts payable into QuickBooks. Obtain approval signatures on invoices when needed. Print checks and mail when signed, based on due date. Maintain A/P files. Follow up on vendor issues and questions.
- Refund client deposits monthly.
- Invoice clients for any outstanding fees. Follow up on outstanding invoices with clients.
- Record client deposits, lender fee payments, and loan origination and servicing fees. Prepare daily bank deposits and prepare cash transfers as needed.
- Complete payroll worksheet, input payroll changes and hours, verify totals, and process payroll and 401(k) bi-monthly.
- Calculate commissions for payroll.
- Book journal entries requested and prepare monthly bank account reconciliations.
- Reconcile company credit card statements monthly.
- Assist with other projects as needed.

Required Qualifications:

- Bachelor's degree in Accounting or Finance from four-year college or university;
- Minimum 2 years of relevant experience, including some experience in public accounting, corporate, bank/financial service firm;
- Proficient in QuickBooks Excel;
- Experience processing payroll;
- Organized, disciplined thinker with ability to work independently in fast paced, rapidly changing environment;
- Ability to handle all levels of work, both complex and repetitive tasks;
- Excellent time management and project management skills; must be able to track and manage details for projects/tasks, and prioritize against daily responsibilities;
- Excellent attention to detail without compromising deadlines;



- Strong people and communication skills are essential. Must interact productively with many different types of personalities and work levels;
- Excellent phone etiquette and customer service skills;
- Strong written communications and email etiquette skills.

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

If you are interested in joining our team of experts email your resume in MS Word or PDF format to jobs@tmcfinancing.com

Working Solutions is an EOE. Thank you for your consideration