

SOUTHERN ARIZONA AIDS FOUNDATION
ACCOUNTING ASSOCIATE
JOB DESCRIPTION

Scope of Work: The Accounting Associate is responsible for processing all accounting transaction cycles, maintaining the general ledger in accordance with generally accepted accounting principles (GAAP), asset control and audit, vendor and file maintenance, and administrative functions.

The Accounting Associate position is a full time, forty (40) hours per week, non-exempt position, which may include some weekends.

Functional Responsibilities:

- Maintains accounts and records, fixed assets, financial statements, reconciliations, and contractual documents for a related company.
- Processes and distributes checks after approved by Fiscal Grants Manager.
- Enters physical and digital cash receipts into the accounting database.
- Enters credit card transactions and performs monthly reconciliation.
- Prepares backup and various worksheets and schedules needed for monthly billings.
- Prepares and posts recurring and periodic adjustments to the accounting records.
- Performs monthly reconciliations for various bank and general ledger accounts.
- Performs research and prepares reports as needed.
- Responsible for maintenance and management of all financial and vendor records.
- Secures gift cards, facilitates check in/out, and maintains inventory records.
- Performs audits of petty cash, cash receipts, and Buyer's Club.
- Performs administrative duties (ordering supplies, registrations, bank runs, errands, etc.).
- Provides training to staff on accounting related topics.
- Responsible for annual 1099 Form information and filing.
- Assists in the preparation of work papers for annual audit.
- Assists with financial aspects of fundraising events.
- Performs other duties as assigned.
- Reports to the Accountant.

Minimum Qualifications:

- Bachelor's Degree in Accounting or two years of experience performing accounting functions.
- Ability to organize and prioritize work, perform multiple tasks, meet deadlines, identify, and resolve problems and coordinate work efforts with other staff members.
- Self-starter with strong attention to detail who can work autonomously.
- Strong experience in Microsoft Word and Excel.
- Strong attention to detail.
- Effective oral and written communication skills.
- Good interpersonal skills; sensitivity to cultural and personal diversity.
- Have access to reliable transportation, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.

Preferred Qualifications:

- Bachelor's Degree in Accounting, Finance, Business, or related field.
- Knowledge and experience in nonprofit accounting.
- Ability to ten-key by touch.

Compensation: Pay Grade 104, Starting range \$17.77 – \$21.76, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, and resume with dates of employment to the Director of People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, visit www.saaf.org or e-mail to hr@saaf.org.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who have used substances, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.