



POST DATE 11/29/18 – 12/13/18

**JOB OPENING**

Area Community Services Employment & Training Council (ACSET)

**ACCOUNTING ASSISTANT**

**Grand Rapids**

Applications with resumes and cover letters will be accepted through Thursday, December 13, 2018, for the position of Accounting Assistant. This full-time position is in compensation Pay Range D that pays from \$30,201 to \$42,302 annually, plus fringe benefits. Starting salary is commensurate with qualifications and experience.

Candidates for this position **MUST COMPLETE AN APPLICATION.**

Applications are available online at: <http://www.westmiworks.org/join-the-wmw-team/>

Or you may obtain an application at the ACSET Main Office:  
Area Community Services Employment and Training Council (ACSET)  
Human Resource Department  
1550 Leonard NE  
Grand Rapids, MI 49505

**Applications with resumes, cover letters and EEO forms should be submitted to:**

Laura Krist  
recruiting@westmiworks.org  
1550 Leonard NE  
Grand Rapids, MI 49505

**Application packets must be received no later than  
5:00pm on Thursday, December 13, 2018.**

**ACSET OVERVIEW:** ACSET is the administrative and fiscal agent for the Michigan Works! Agency of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa Counties. West Michigan Works! mission is to lead workforce development strategy and resource alignment in West Michigan by understanding the talent needs of employers and employment needs of job seekers and connecting them to solutions.

**JOB SUMMARY:**

The Accounting Assistant performs moderately complex bookkeeping functions, primarily associated with the payroll and accounts payable areas of responsibility/accounts. Maintains, prepares, and distributes reports to appropriate parties. Responsibilities are carried out according to established procedures with latitude for initiative and independent judgment.

*West Michigan Works! is a division of ACSET, an equal opportunity employer/program, and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711 supported.*

**DUTIES & RESPONSIBILITIES:**

1. Pre audit invoices and in-kind documentation, and process data for check generation.
2. Distribute accounts payable checks and reports to appropriate parties.
3. Maintain records and files; purge cabinets annually and prepare new forms for all account payables.
4. Prepare payroll summary and other related reports and distribute to appropriate parties.
5. Perform payroll duties including preparing timesheets, balancing accounts, coding, and data entry.
6. Perform internal audit of accounts as requested.
7. Actively participate in continuous quality improvement processes.
8. Perform other duties as assigned.

**JOB QUALIFICATIONS:**

1. The job requires knowledge normally acquired through a general high school education.
2. One to two years of bookkeeping experience, or an equivalent combination of training and experience. Must have working knowledge of data entry, accounts payable, and payroll.
3. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications.
4. Mathematical knowledge of the principles and methods of double entry bookkeeping, and ability to apply these to accounting transactions.
5. Ability to maintain complex clerical records and files, and to prepare financial related reports.
6. Interpersonal skills necessary to effectively communicate in both oral and written form.
7. Communication and organizational skills that contribute to a quality work environment and the ability to work as a team.
8. Planning and time management skills with the ability to adapt to changing priorities.
9. Considerable ability to establish and maintain effective working relationships with supervisors, fellow employees, state and local agencies, and the general public.
10. Ability to organize, prioritize, and maintain confidentiality while providing patient, friendly, and participant centered services.

11. Mental ability to work on projects requiring concentration and attention to detail with frequent pressures related to meeting deadlines.
12. Physical ability to frequently sit in one position for extended periods of time. Visual strain may be experienced from performing data entry for extended periods of time.

**WORKING CONDITIONS:**

1. Normal office environment with little discomfort due to noise, dirt, dust and the like.
2. Local travel may occasionally be required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.