
JOB TITLE: Accounting Assistant
DEPARTMENT: Account Support Services
REPORTS TO: Vice President & Chief Financial Officer
CLASSIFICATION: Non-exempt
LOCATION: DALLAS, TEXAS

Position will be responsible for supporting the accounting, operations and account administration departments among others as needed. The Accounting Assistant will be required to think critically, utilize technology and possess strong organizational skills to support a range of tasks such as drafting correspondence, meeting and travel arrangement, budget assistance, journal entry preparation, account reconciliation and accounts payable processing.

WHO YOU ARE

As the Accounting Assistant, you are a part of the Account Support Services team and are passionate about working with and serving others. You enjoy preparing board communications, working independently on projects and following up on department inquiries. Being well rounded, you are able to prepare reports with a high attention to detail, while also having a professional etiquette and demeanor when communicating with external clients and internal team members. You are a team player but can take an idea and run with it with little supervision.

You are someone who thrives on change and remains flexible as procedures develop. Instead of merely completing a task, you offer insight on ways to improve processes. It can get busy around here, but when the going gets tough, you prioritize, work with your team and get your tasks completed. Punctuality in both work and attendance is one of your top objectives.

Essential duties and responsibilities

YOU ARE EXCELLENT AT:

- Preparing monthly/quarterly board materials and client meeting presentations
- Recording journal entries in the general ledger
- Preparing and mailing monthly, quarterly and annual retiree and/or client billing statements
- Coordinating tax preparation process and mailing/e-filing tax returns timely with corresponding client and/or IRS communication as necessary
- Providing daily, monthly, quarterly and annual departmental reports
- Drafting letters and other correspondence
- Maintaining department records as required by organizational retention policy including use of online document storage systems
- Preparing monthly expense reports
- Coordinating departmental continuing education, luncheon and/or travel arrangements
- Reconciling bank/investment account(s)
- Analyzing and reporting daily cash operating needs
- Processing accounts payable system invoices
- Processing checks received via lockbox
- Assisting with annual financial statement and SOC1 audits
- Serving as backup for other team members during vacations or other absences

Competencies and qualifications

YOU HAVE:

- High school diploma or GED equivalent
- 1-3 years basic accounting and administrative experience
- Knowledge of standard office administrative procedures
- Proficiency in Microsoft Office Excel, PowerPoint, Word and Outlook and the ability to learn and utilize internal systems and applications
- Experience with Adobe Pro, InDesign and Salesforce is preferred
- Excellent command of the English language
- Excellent verbal, written, and interpersonal communication skills with the ability to interact with all levels of clients and internal personnel
- Must be a self-motivated team player with strong attention to detail, high level of accountability, organizational skills and the ability to work independently
- Analytical ability to gather and summarize data for reports
- Ability to maintain a high degree of ethical standards and complete confidentiality at all times
- Ability to multi-task, prioritize and problem solve
- Ability to work overtime as needed

HighGround has a professional, open office environment

ACCOUNTING ASSISTANT WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 5 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to have the ability to lift files, open cabinets and bend or stand on a stool
- Is required to work onsite and has little to no expected travel

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

WHO WE ARE

Our vision is to Protect, Strengthen and Grow our nonprofit clients and charitably minded families. We believe there is no pursuit more important than this; because we believe the work we do, now and in the future, will not only shape our lives but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, gift planning strategies and account support services. It is the outcome we work towards together—to have a greater impact on the world and individual lives. We hope you will decide to join us on this incredible journey.

HighGround is committed to our brand promise and our core values. As such, we expect that you will strive to keep our clients at the center of everything you do, be honest, remain professional at all times, exhibit humility and think outside of the box as our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a medical, dental, disability insurance, retirement plan and more, but don't take our word for it, have a look at what other HighGrounders are saying and learn more about our benefits here

<https://www.highgroundadvisors.org/careers>.

If you are interested in becoming a part of the HighGround team, please email your resume and cover letter to HR@highgroundadvisors.org.