



## **Accounting Assistant**

Are *YOU* ready to make a real difference in our community? The **Accounting Assistant** will work directly with and support the Finance Director. This role focuses on assisting with day-to-day financial support functions, maintaining accurate financial records, tracking and reconciling financial data, and supporting the preparation of financial reports.

**A Better Way** provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

**This position is part-time, 20 – 25 hours per week, and is located in Muncie, Indiana**

**Essential duties and responsibilities include the following. Other duties may be assigned.** *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Assist in maintaining accurate and current records in the database, including tracking and reporting.
- Assist in the preparation and timely submission of high-quality grant reports.
- Assist in serving as a knowledgeable resource on all grants awarded to A Better Way and help maintain comprehensive grant documentation.
- Collaborate with finance staff to assist in monitoring grant-related financial activity, ensuring expenditures are properly documented and funding requests are submitted on schedule.
- Work collaboratively with the Finance Director to assist with tracking and reconciling monthly, quarterly, and annual grant expenditures.
- Assist the Finance Director in preparing financial information for grant applications, as needed.
- Work collaboratively with the Finance and Grant Administrator to gain working knowledge of essential functions and procedures to ensure continuity of operations.
- File management, both electronic and paper files.
- Participate in meetings as appropriate and communicate effectively, both verbally and in writing, with staff and clients.

- Serve as a reliable backup for the Finance Director and the Finance and Grant Administrator, as needed.
- Perform other duties as assigned.

**Supervisory Responsibilities** None

**Work environment** Able to stand and/or walk up to 25% of the time. Able to sit up to 75% of the time. Able to view a computer monitor for 4-5 hours per day. Must be able to lift up to 15 pounds at times.

**Education and/or Experience**

- Minimum of 3 years of accounting or finance experience required.
- At least 1 year of experience in grant management or financial coordination preferred.
- Experience using QuickBooks Online and nonprofit grant administration systems strongly preferred.
- Proficiency with computers and software is required, including Microsoft Word, Excel, and PowerPoint (or similar programs).
- Strong verbal and written communication skills, along with effective interpersonal abilities, are necessary.
- Demonstrated ability to meet deadlines with excellent time management skills.
- Exceptional attention to detail and strong organizational skills required.
- Experience with or knowledge of grant writing is preferred.
- Must maintain a high level of confidentiality, integrity, and professionalism.

**The minimum salary for this position is \$25.00 per hour.**

Candidates should submit the applications to our website <https://abetterwaymuncie.org> OR Email resume to [contact@abwservices.org](mailto:contact@abwservices.org). Please include "Accounting Assistant" in the subject line.