

FRIENDS ASSOCIATION FOR CHILDREN  
1004 SAINT JOHN STREET  
RICHMOND, VA 23220

**JOB ANNOUNCEMENT**

**ACCOUNTING ADMINISTRATIVE ASSISTANT**

- I. **Qualifications:** High school diploma/GED and two years related work experience. Must have excellent data entry and public relations skills. Proficiency in grammar for verbal and written communication. Knowledge required of Windows applications with an emphasis on Microsoft Word, Excel and database programs. Must be aware, sensitive and responsive to the cultural differences of consumers.
- II. **Responsibilities:** Manages reception area as well as receives and dispatches incoming calls, greets and accommodates consumers and visitors. Monitors security camera system including door release and screens.
- III. **Duties:**
  - A. Provides clerical support to the accounting department
  - B. Maintains inactive and delinquent accounts and forwards to collections
  - C. Organizes, maintains and files consumer records
  - D. Assists in preparation of USDA reports, including meal count maintenance and wor worksheets
  - E. Prepares monthly consumer data forms
  - F. Enters attendance, meal counts and transportation counts into the database
  - G. Receipts childcare and other payments received and posts childcare payments into the accounting system
  - H. Prepares and prints attendance sheets, transportation sheets, and sign-in/out sheets, weekly
  - I. Receives and routes incoming mail
  - J. Prepares outgoing mail
  - K. Performs routine maintenance on copier and submits monthly copier readings to supplier
  - L. Coordinates monthly fire drills
  - M. Distributes office supplies
  - N. Performs related work as required
- IV. **Reports To:** Accounts Receivable Coordinator/Director of Accounting
- V. **Benefits:** Vacation, sick leave, childcare discount, paid life insurance, paid disability insurance, paid retirement plan and partial paid health insurance
- VI. **Salary:** \$18,590 - \$19,778
- VII. **Work Schedule:** 7:30 a.m. – 2:30 p.m., Monday - Friday
- VIII. **Submit Resume To:** Friends Association for Children  
1004 Saint John Street  
Richmond, VA 23220  
Fax: (804) 644-0509 Email: [ntompkins@friendsrva.org](mailto:ntompkins@friendsrva.org)

- IX. **Deadline:** Until position is filled
- X. **Location:** Robert L. Taylor Childcare Center  
929 North 26<sup>th</sup> Street

August 2020