



For a Brighter Future.

**JOB VACANCY**

**POSITION:** Accounting Assistant-General

**LOCATION:** 227 E Washington Blvd, Fort Wayne, IN

**HOURS:** 7:30 a.m. - 5:30 p.m. Monday – Thursday, 7:30 a.m. – 11:30 a.m. Friday

(Additional hours as required)

**STARTING SALARY RANGE:** \$15.00 - \$18.00 per hour

**JOB DUTIES:**

1. Maintain data and reports for the agency payroll function.
2. Preparation and submission of reimbursement claims to funding sources.
3. Preparation and submission of accounts receivable invoices.
4. Maintain customer files.
5. Ensure timely submission of employee benefit deposits, (403b, HSA), and maintain employee payroll direct deposit, tax and voluntary deduction information.
6. Maintain petty cash box ensuring appropriate approvals and account codes.
7. Implement Brightpoint Values at all times.

**SKILLS AND QUALIFICATIONS:**

1. Accounting Certificate or at least two year of accounting experience. Associate's degree in Accounting, Business Administration or a related field preferred.
2. At least two years of accounting experience. Multi-funded non-profit accounting preferred.
3. Ability to adjust quickly to changing rules and guidelines.
4. Proficient in MS Office Applications.
5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance

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**DATES FOR INTERNAL POSTING: FROM 4/2/2021 TO 4/10/2021**

**TENTATIVE DATES FOR EXTERNAL POSTING: 4/2/2021 TO 4/10/2021**

**APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately**  
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**FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEP, EXT 206 or 213  
APPLICATIONS ACCEPTED – 227 E WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**

**We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.**