

JOB VACANCY

Position: Fiscal-Accounting Assistant-Accounts
Location: Main Office
Hours: 7:30am-5:30pm Mon-Thurs 7:30am-11:30am Fri
Starting Salary Range: \$20-\$23/hour

JOB SUMMARY

The Accounting Assistant - Accounts Receivable is responsible for all aspects of the Accounts Receivable function and maintaining customer files.

JOB DUTIES

1. Process Accounts Receivable invoices for payments requests, using the computerized accounting system, ensuring accurate fund distribution.
2. Reconcile loan/partner payments to invoices and prepare discrepancy reports.
3. Cross train with Accounts Payable Clerk
4. Process Journal Vouchers
5. Maintain Customer files.
6. Ensure up-to-date budgets are entered into computerized accounting system.
7. Implement Brightpoint Values at all times.
8. Deliver an audit with no findings.
9. Ensure accurate and on time billing s/invoices
10. Ensure customer invoices and partner discrepancy reports are processed and reconciled weekly.
11. Provide assistance, as required, to program monitors and audit team

SKILLS AND QUALIFICATIONS

1. Accounting certificate or equivalent work experience. Associate degree in accounting, Business Administration or a related field preferred
2. Ability to prioritize workload.
3. Ability to adjust quickly to changing rules and guideline.
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.

DATES FOR INTERNAL POSTING: FROM: November 28, 2023 to until filled
TENTATIVE DATES FOR EXTERNAL POSTING: November 28, 2023 to until filled
APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HR EXT. 206 or 213
APPLICATIONS ACCEPTED - 227 E. Washington Blvd, Fort Wayne, IN
8:00 A.M. - 5:00 P.M., MONDAY - THURSDAY AND 8:00 A.M. -11 :00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org