

ACCOUNTING ASSISTANT

TENNESSEE REALTORS®

Job Summary

Handles accounting and administrative duties required by the Finance Department in order to provide superior services to members. This position reports directly to the Finance Director. (Non-Exempt Employee)

General duties include but are not limited to:

- Performs accounting transactions such as posting to general ledgers, account reconciliation, verifying accuracy of accounting documents and codes, and journal entries. May also work with volunteers and members regarding invoices and receipts.
- Process and assists in the dues billing including (but not limited to) advanced finds, billing, reminders, secondary members, and non-members dues billing.
- Process payables and cut checks every week.
- Process payments received through mail using remote deposit system.
- Process in-house credit card payments/credits.
- Maintain vendor and accounts receivable files
- Verify and process refund requests.
- Maintain record of categorized accounting storage files.
- Manage and balance company petty cash account.
- Enter and post payments to the membership accounts.
- Maintain vendor on-line master files.
- Maintain vendor records for yearly 1099 and W-9 submission.
- Summarize daily e-commerce deposits and post to general ledger.
- Prepare journal entries as assigned.
- Process annual dues billing and assist in maintaining membership records.
- Assist with overflow work, including word processing, data entry and Internet research tasks of all departments.
- Assist in making copies and putting materials together for committee and other meetings upon request.
- Take mail to the post office from time to time.
- Works independently and within a team on special nonrecurring and ongoing projects.
- Perform such other duties as requested by the Chief Executive Officer and the Finance Director

Required Skills/Accreditations

- Proficient with Quickbooks online.
- Organizational Skills including the ability to multi-task and prioritize projects.
- Strong Computer literacy with emphasis on Microsoft applications and data management applications. Mac and Excel Spreadsheet experience strongly preferred.
- Has an understanding of the process of a volunteer organization.
- Must be attentive and possess the ability to work with and adapt to all types of people

and exhibit patience.

- Must be skilled as a communicator, have strong interpersonal skills. Ability to clearly and pleasantly communicate both verbally and in writing with members, management and co-workers, both in person and by telephone.
- Must be self-motivated. Ability to have initiative and work independently.
- Ability to maintain confidential information.
- Fosters and contributes to a positive team environment. Must be a team player and contribute positive energy.
- Ability to work cohesively with co-workers both within and outside of your department.
- Ability to work well under pressure.
- Customer service oriented with a desire to create memorable member experiences.
- Ability to use various office equipment, including but not limited to, calculators, photocopiers and facsimile machines.

Preferred Skills/Accreditations

- Associate degree in Accounting; college degree in related field preferred.
- Two plus years of experience preferred. REALTOR® Association experience a plus.

Hours

- **9:00 a.m. – 1:00 p.m. M-F (can be flexible on set hours)**

Additional Salary Information: Must send cover letter, resume, and salary requirement to: employment@tnrealtors.com (Only complete applications will be considered). Please indicate in which shift you have interest.