

POSITION AVAILABLE: ACCOUNTING ASSISTANT

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

MAPA is seeking an Accounting Assistant to assist with accounting functions of the agency. The Accounting Assistant will perform daily accounting tasks that will support our Finance team. Responsibilities will include, but not be limited to, the listing below. If you have an Associate's degree in Accounting, or two years of related experience, and are interested in building upon your experience within a nurturing accounting environment, we'd like to meet with you.

Responsibilities include:

1. Accounts Payable -
 - Full cycle accounts payable
 - Review subcontract AP invoices and upload them to the database.
 - Reconcile invoices and identify discrepancies.
 - Enter Payable invoices into the accounting system and process payment.
 - Review travel reconciliations and receipts.
2. Payroll -
 - Process payroll bi-weekly
3. Accounts Receivable -
 - Issue invoices to customers and external partners, as needed
 - Assist with grant fund requisitions and reporting.
4. General Ledger / Financial -
 - Reconcile credit card transactions and organize receipts and purchase orders.
 - Account reconciliations.
 - Fixed asset and related depreciation recording and reconciliation.
 - Assist with monthly journal entries.
 - Assist in financial reviews and audits.
5. Additional Duties -
 - Respond to inquiries from internal and external customers.
 - Maintain digital and physical financial records
 - Various other functions to support the accounting department.

Qualifications:

1. Applicants will be required to take an assessment test to gauge accounting knowledge
2. Associates degree in Accounting preferred, or two years of related experience in accounting, or a time-equivalent combination of experience and education
3. Good math and 10-key skills, with the ability to spot numerical errors
4. Government/Fund Accounting education or experience preferred.
5. Experience with a professional integrated accounting software
6. Ability to handle sensitive and confidential information
7. Must have strong organizational skills and be a self-starter
8. Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required
9. Good written and verbal communication skills and ability to work effectively with others.

Anticipated starting wage: \$17.00 per hour for 20-40 hours per week. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Resumes and applications will be accepted until position is filled. For more information on MAPA see our website www.mapacog.org .

[Apply Now!](#)

If you have any questions or concerns, please contact:

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