

**RACINE KENOSHA COMMUNITY ACTION AGENCY, INC.**  
**Job Description**

Job Title: Accounting Assistant  
Responsible to: Assistant Finance Officer  
Salary Range: \$15.42/hr. - \$23.13/hr.

*This is a non-exempt 52 week/year half-time position unless programmatic needs dictate or require otherwise.*

**EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:**

1. A High School diploma is required.
2. Enrollment in an associate or bachelor's degree program in accounting and/or bookkeeping experience is preferred.
3. Strong mathematical, oral and written communication skills.
4. Ability to use software packages, including accounting, inventory and spreadsheet programs.
5. Ability to organize and carry out tasks and maintain a coordinated work flow.
6. Valid driver's license, access to a motor vehicle during working hours and appropriate insurance.

**DUTIES AND RESPONSIBILITIES:**

1. Prepare journal entries to allocate employer portion of insurance expenses to grants.
2. Process accounts payable: proof program API batches and create general API batches. Maintain appropriate documentation.
3. Organize and enter monthly journal entries into accounting software.
4. Assist CFO with commodity inventory activity and inventory; submit allocations, create sales orders, monthly physical inventory.
5. Assist Payroll Technician and Accountant with Program Service activity; create Purchase Orders and assemble inspection packets and invoice packets.
6. Assist with bi-annual Furniture & Equipment inventory.
7. Maintain Finance office supplies, create Purchase Orders and process purchases once approved.
8. Assist in preparation for and participate in on-site fiscal monitoring reviews as needed.
9. Provide support to the Finance Department as requested.
10. Maintain complete confidentiality of all information processed and reviewed.
11. Attend staff meetings and training sessions as directed and/or required.
12. Perform other duties as required or assigned.

If requested, reasonable accommodations will be made for persons with disabilities for any part of  
The employment process in accordance with Disabilities Act of 1990.

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**

04/2025