



Job Title: Accounting Assistant

Classification: Non-Exempt, paid Hourly

Reports to: Finance Manager

Purpose of position: Responsible for posting receipts, entering payables, reconciling statements, paying bills, entering and reconciling credit card charges, doing payroll, disseminating financial statements and production reports to the Center Directors, and various special projects as they arise.

Education/Experience/Licensure:

- HS Diploma or GED required
- Experience working with QuickBooks and Microsoft software, including Word and Excel
- Experience with Accounts Payable, Accounts Receivable and ADP Payroll

Fundamental duties include (but are not limited to):

- Enter payables
- Reconcile vendor statements
- Pay bills
- Vendor communications regarding accounts payable items
- Payroll
- Enter/reconcile credit card charges
- Assist with entering receipts and banking cash/checks
- Other duties as assigned

Fundamental expectations of persons in this position include (but are not limited to):

- The passion to fully embrace and embody Apple Tree Dental's mission, vision and values
- Ability to operate a computer and basic office equipment, including a 10-key adding machine
- Must be well organized and detail oriented
- Excellent math skills
- Basic grasp of accounting principals
- Ability to work in a team, and willingness to be the back up person for others on the accounting team
- Ability to handle projects outside the normal scope of one's duties

Physical Expectations: This position requires sitting, walking and standing associated with a normal office environment. Manual dexterity is needed for using a calculator, adding machine and keyboard.

Facility Expectations:

1. Listens to, understands and appropriately responds to vendor's/employees' reasonable needs. Meets the reasonable needs of all vendors and employees, thereby improving overall satisfaction.
2. Demonstrates professional behavior with his/her work. Complies with personnel and departmental policies. Supports and participates in quality improvement activities.
3. Works actively with others to get the job done. Consistently exhibits courteous behavior/actions, including maintaining a positive attitude.
4. Supports and participates in changes and discussions regarding work practices.
5. Acts and speaks respectfully regardless of the presence or absence of the person. Frequently offers praise to others for doing a good job. Listens to and respects the opinions of others, and maintains confidentiality.



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6. Demonstrates enthusiasm and commitment towards personal growth and development; completes and attends mandated educational courses. Maintains current licensure and certifications, if applicable. Attends and participates in departmental meetings, and if unable to attend proactively asks for or gathers missed information.
7. Addresses issues in a courteous, positive and respectful manner. Maintains the same standard for all patients, vendors and co-workers.
8. Follows safety practices. Identifies problems and works to resolve safety issues as they occur and in accordance with policy, asking for assistance when necessary. Helps and teaches others.

Apple Tree Dental reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

This document should in no way be considered a contract or guarantee of employment. Employment at Apple Tree Dental is at the mutual consent of Apple Tree Dental and the employee, and either party may terminate the relationship at any time, with or without cause, and with or without written notice.

I have received, read and understand the Job Description above, including all duties and expectations.

Employee Signature: _____ Date: _____