

Accounting Associate I

What you'll be doing

As a part of the finance team, you will be supporting both internal and external customers by performing timely financial and administrative work in various functional areas of the department. The Accounting Assistant is a key component in ensuring the smooth and effective functions of the department through the timely processing of cash receipts, accounts payable invoices, and the printing of daily claims checks. Using tact and resourcefulness, you will be responding to inquiries from both internal departments, as well as Member officials and employees.

Your work is conducted in accordance with customary policies, procedures, and objectives of The Trust, including the application of generally accepted accounting principles and the safeguarding of Trust assets. You will be under the direct supervision of the Finance Manager, but from time to time may take direction from the Chief Financial and Administrative Officer.

You will be responsible for...

- Process cash receipts (checks, ACH, wires) daily by recording appropriate bank transactions into the accounting system and applying payment to appropriate invoice.
- Process all accounts payable invoices in accounting system for payment, print accounts payable checks weekly, obtain check signatures and mail.
- Print claims checks daily and secure checks overnight.
- Reconcile claims check positive pay file and upload to banking software.
- Records monthly cash transfers.
- Performs all monthly bank reconciliations.
- Prepares and posts bank transfers in accounting system to record sweep activity in zero balance accounts.
- Prepares various month end journal entries and reconciliations to assist in the monthly close process.
- Enters miscellaneous journal entries into the accounting system, as needed.
- Tracks company credit card charges and reconciles statement for payment processing.
- Maintains process documentation for all assigned tasks.
- Administrative duties include maintenance of vendor payables files; assist with the preparation of correspondences for distribution (either via e-mail or US mail); maintenance of Finance Department records.
- Maintain privacy and confidentiality of Trust records and information.
- Performs ad hoc assignments as needed.

What you can expect in this role

- Full-time, 35 hours/week, Salary
- Hours: 8:30am - 4:30pm
- Location East Providence, RI
- Hybrid work schedule available

What skills & experience we'll need from you

- High School Degree, with a minimum of three years of related work experience in a professional office setting required
- Intermediate knowledge of MS Office: Excel, Word, and Outlook
- Associate degree in a business-related field preferred
- Knowledge of accounting and insurance preferred
- Experience with accounting software MS Dynamics Great Plains and/or Acumatica preferred
- General knowledge of basic accounting principles, arithmetic, and experience with an accounting software package
- High degree of initiative and follow through with an attention to detail and accuracy
- Must be able to interpret requests for assistance into specific work tasks to be fulfilled
- Considerable knowledge of computers and computer software programs for report and spreadsheet creation that are frequently used in office environments

Send Resume and cover letter to: HR@ritrust.com