

# Accounting Assistant – Finance Department

NC REALTORS® | Finance Department | Greensboro, NC

NC REALTORS®, a statewide trade association representing more than 54,000 members and supported by a team of approximately 35 staff, is seeking an **Accounting Assistant** to support the Finance Department's day-to-day financial operations. Reporting to the Controller, this role works on a Finance team of 6 and is primarily responsible for accounts payable, accounts receivable, financial processing, and general ledger support.

## About the role

The Accounting Assistant role is responsible to ensuring accuracy, timeliness, and compliance across all transactions. This role combines bookkeeping and administrative duties and is a key piece of the finance team. Key duties of the Accounting Assistant role include managing the full accounts payable cycle, administering credit card and expense reimbursement processes, preparing and posting journal entries, assisting with bank deposits and reconciliations, and supporting monthly close activities. The position also contributes to audit preparation, 1099 processing, and maintaining accurate financial records in compliance with established policies.

This position is ideal for someone who enjoys working with numbers, systems, and processes, and works well on a team.

## Key responsibilities

*Accounts Payable Management:* Process invoices, code expenses, manage vendor setup and W-9 documentation, maintain A/P records, and ensure timely and accurate batch entry.

*Expense & Credit Card Administration:* Review and approve expense reports, ensure compliance with reimbursement policies, reconcile credit card activity, and post related journal entries.

*Cash & Banking Activities:* Prepare and make bank deposits, coordinate documentation for proper G/L coding, assist with bank reconciliations, and record ACH and other banking transactions.

*General Ledger & Financial Support:* Prepare and post journal entries, assist with monthly balance sheet reconciliations, and support accurate financial reporting.

*Audit & Compliance Support:* Assist with external audit preparation, gather required documentation, and support annual 1099 processing.

*Cross-Functional Support:* Provide limited backup support for membership processes and assist with additional finance projects as needed.

## **Required skills and qualification**

### Education and experience

- Associate's degree preferred, or a minimum of 6 years of bookkeeping and administrative experience.
- Working knowledge of accounting principles and practices, especially accounts receivable and reconciliations.
- Strong understanding of accounting principles, and proficiency in Microsoft Excel and accounting systems.

### Technical (hard) skills

- Excellent problem-solving and analytical skills.
- Solid bookkeeping skills and the ability to learn and apply association policies and processes.
- Strong communication skills, sound judgment, and the ability to collaborate across teams are essential.
- Proficiency with Microsoft Office, particularly Excel (sorting/filtering, basic formulas, reconciliations), Outlook, and Word.
- Experience with expense reporting, reconciliations, and financial controls is highly valued; exposure to membership database systems such as RAMCO is a plus but not required.

### Soft skills and competencies

- Strong attention to detail and accuracy, highly organized, and able to manage multiple priorities with accuracy and efficiency in a fast-paced environment.
- Strong work history with the ability to prioritize multiple tasks, meet deadlines, and remain professional in a fast-paced environment.
- Punctual and self-motivated with the ability to make sound decisions independently within established policies and procedures.
- High level of integrity and discretion in handling confidential financial, personal, and membership data.

Compensation for this role may range between 36-46k annually based on experience. NC REALTORS provides a comprehensive benefits package including health insurance, dental insurance and vision insurance.

NC REALTORS® offers a generous benefits package with ongoing training provided.

These are general descriptions of the Duties, Responsibilities and Qualifications required for positions. Physical, mental, sensory or environmental demands may be referenced in an attempt to communicate the manner in which positions traditionally are performed. Whenever necessary to provide individuals with disabilities an equal employment opportunity, NC REALTORS® will consider reasonable accommodations that might involve varying job requirements and/or changing the way this job is performed, provided that such accommodations do not pose an undue hardship.

NC REALTORS® is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristic protected by law.

### **How to apply**

Please submit your resume and a brief cover letter describing your experience with membership, bookkeeping, and database systems, and how you approach collaboration and communication in a team environment. Applications will be reviewed on a rolling basis until the position is filled.