



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

Part-Time Accountant (Payroll/AP/Nonprofit) Job Description

Organization Summary

EducationWorks (EW) is a nonprofit organization providing academic support, career readiness, and enrichment programming throughout Greater Philadelphia. **By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.**

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from six weeks to adulthood are positively impacted by EducationWorks programming.

Position Summary

The Part-time Accountant is a member of the Finance Team with responsibility for running and recording biweekly payroll, processing and recording accounts payable activity and maintaining accuracy of fiscal tracking documents and files. This is a Part-Time position, maximum of 26 hours per week. The Part-time Accountant will report to the Controller.

Duties and Responsibilities

- Process payroll cycles with assurance of accuracy and record fiscal activity into general ledger
- Handle Accounts Payable (AP) duties, pay bills timely, record accurately in general ledger and retain supporting documentation
- Perform other finance department functions as needed

Qualifications

- Commitment to the mission of the EducationWorks
- Understand state and local tax withholdings and taxation of employer paid benefits
- Strong writing and strategic thinking skills
- Strong communication skills; comfortable dealing with sensitive and confidential material
- Ability to communicate with various levels of employees
- Works well under pressure and meets hard deadlines
- Comfortable dealing with sensitive and confidential material
- Excellent interpersonal skills and desire to work as part of a team
- Ability to work independently, solve problems and be flexible



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- Excellent organizational skills and attention to details; proven competence with collection and management of documentation and paperwork
- Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations
- Experience with payroll systems, Paycom preferred
- Experience with accounting software, Abila MIP preferred but not required
- Balance sheet reconciliations
- Intermediate to advanced level Excel skills

Education and Experience

- BA/BS in Finance or Accounting is required
- Two or more years of direct payroll processing experience
- Two or more years of direct accounts payable experience
- Four or more years of financial accounting experience
- Nonprofit accounting and general ledger experience

Physical Requirements

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Maneuvering in an office space; reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls

Application Instructions

Email resume and cover letter to applications@educationworks.org

