



Position: Accounting Assistant/CRM Database Coordinator

Department: Administration

Reports To: Director of Finance and Administration

FTE: 1.0

FLSA Status: Exempt

Description:

Financial Assistant will assist the Director of Finance and Administration with Financial, HR, and Database responsibilities.

Duties:

- Maintains Sage (IIM accounting software)
- Processes accounts payable and accounts receivable.
- Corresponds with vendors and donors via mail or telephone.
- Assists in preparing financial statements and reports.
- IIM Microsoft CRM staff liaison – work with staff to use program to its full capabilities.
- Festival of Nations Finance Office Manager – usually in May of each year (4-day event)

Experience and Qualifications:

- Associates or Bachelors Accounting Degree
- 1-3 years accounting experience
- Proficient in Excel
- Knowledge of Sage Financial software and Neon Software
- Knowledge and experience with Microsoft Dynamics CRM program
- Experience in IT
- Experience with ADP payroll system or similar system
- HR and/or Payroll experience
- Ability to problem-solve
- Positive attitude and team player
- Strong communications, organization, and time management skills
- Impeccable record of integrity and the highest ethical standards
- Commitment to confidentiality
- Ability to be flexible and supportive of all the IIM staff
- Must pass an IIM background and credit check

To apply: Submit **cover letter and resume to Carol Garbisch via email** (cgarbisch@iimn.org). **No phone calls or walk-ins please.** Position is open until filled.