



**HERITAGE
FOUNDATION**
WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

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ESTATE & GARDENS

History and
Culture Center
WILLIAMSON COUNTY, TN

POSITION SUMMARY: Reporting to the CFO, **Accounting Assistant at the Heritage Foundation of Williamson County** is a vital part of the Foundation's work. The Accounting Assistant directly supports the Finance Department through the **daily administration and maintenance of the accounts payable, accounts receivable, and bank deposit reconciliation for all four of the HF divisions.**

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without reasonable accommodation.

- Support all accounting functions of the Finance Department, including accounts payable and receivable, communicating with clients and vendors to resolve outstanding obligations.
- Prepare, post, verify, and record incoming payments and transactions related to accounts receivable.
- Match incoming vendor invoices to purchase orders and receiving documents; accurately code vendor invoices to proper general ledger account; timely and accurate input of all invoices to accounts payable system; maintain accounts payable files in orderly and accurate manner.
- Draft correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files, and contacts delinquent account holders to request payment.
- Create reports regarding the status of customer accounts as requested.
- Research customer discrepancies and past-due amounts.
- Prepare timely payment of vendor invoices to capture all available discounts; printing of accounts payable checks and matching check to proper back up supporting the disbursement; preparing checks for mailing in timely manner.
- Handle communications with clients and vendors via phone, email, and in-person.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Assist with bank deposits and reconciliation.
- Reconcile credit card invoice and expenses and escalate variances.
- Regular and reliable attendance.
- Interface and communicate effectively with colleagues at all levels.
- Thrive in a highly collaborative and mission-driven culture.
- Alongside all full-time staff, acts as day-of event staff for various weekend and evening events such as street festivals, key fundraising events, etc.
- Regular and reliable attendance.
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS: The requirements listed below are representative of the knowledge, skills and/or abilities required.

Education and/or Experience: High School Diploma. Minimum 3 years of bookkeeping experience.

Computer Skills / Technical Knowledge: Windows, Microsoft Office Suite.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and percentages.

Language Skills: Ability to understand, read, write and speak English. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, safety data sheets (SDS) or governmental regulations. Ability to successfully write reports, business correspondence and policy. Ability



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to effectively present information, respond to questions and professionally interact with managers, employees, clients, vendors and the general public.

Reasoning Ability: MODERATE. Must be able to apply principles of logical thinking to define problems, collect pertinent data, establish facts, draw valid conclusions and initiate appropriate course of action. Must effectively convey ideas, images and goals to a diverse group of personalities.

Other Qualifications: General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc. Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

PHYSICAL AND MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job responsibilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for extended periods of time; use hands to touch, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must frequently lift and/or move up to 50 pounds. Repetitive motion of upper body. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee must be able to work in a fast-paced, sometimes stressful, customer service-oriented environment, perform duties under pressure and meet deadlines in a timely manner. The employee must work as part of a team, complete assignments independently and take instructions from supervisors.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job responsibilities.

Works in a well-lit, ventilated and climate-controlled office environment where routine equipment is used; some equipment has moving mechanical parts. May need to work in tight spaces with poor ventilation. May frequently work in outside weather conditions being exposed to wet and/or humid conditions. May be exposed to hot and cold temperatures. May be exposed to fumes or airborne particles and toxic or caustic chemicals, flammables, pesticides, etc.

Noise levels vary from an office environment to an outdoor festival with music and entertainment.

HOW TO APPLY: Please send an email to Leanne Portzel (lportzel@williamsonheritage.org) to submit your application. No phone calls please.

Reports to : Chief Financial Officer
FLSA Status: Exempt



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Direct Reports: No
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