



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA
lowell.edu | 928.774.3358

POSITION ANNOUNCEMENT

ACCOUNTING ASSISTANT

The Accounting Assistant will have a high attention to detail, be able to understand and assist in the entire accounting process. At this time, we are primarily looking for a person to manage timekeeping, process payroll, process accounts payables, assist with cash handling, and handle minimal purchasing. Future needs might include some receivables, or monthly journal entries. This position requires a strong work ethic and willingness to do a wide variety of tasks, work with others, prioritize, and communicate to meet deadlines. The Accounting Assistant reports to the Controller within the Finance Department.

RESPONSIBILITIES - Payroll (25%)

- Accurately process bi-weekly payroll for 140+ employees using the Paycom system.
- Review employee time-cards for accuracy and investigate potential errors and inconsistencies
- Work with supervisors and managers to complete time-card approvals
- Enter deduction changes for non-insurance related deductions in employee profiles
- Verify changes such as wage adjustments, deduction changes, new hires, and terminations entered by HR
- Works closely with the Human Resources team to address discrepancies and corrections regarding insurance related deductions
- Maintains the general ledger accounts and mapping in Paycom
- Issue and record adjustments to pay related to previous errors or retroactive increases
- Review manual adjustments listed on the payroll adjustment log for accuracy and enter manual adjustments in the pay register
- Manage year end activities including reviewing and approving W2s
- Maintain confidentiality and ensure accurate documentation of payroll files and reports
- Work with HR and finance teams to coordinate payroll-related tasks and improve processes
- Prepare payroll reports for human resources, finance, philanthropy, and external auditors
- Process garnishment orders in the payroll system
- Stay informed about changes in tax and deduction laws that apply to the payroll process
- Maintains state wage tax and unemployment accounts, including setting up new accounts when necessary
- All other payroll related duties as assigned by the Payroll Supervisor, in coordination with the Controller

RESPONSIBILITIES - Payables (75%)

- Perform verification and processes payables via PaperSave software in a timely manner to meet payment requirements
- Review invoices for mathematical accuracy and completeness
- Verify and acquire necessary approvals to authorize for payment
- Arrange invoices for payment and post transactions to journals, ledgers, and other records
- Handle disbursements to vendors and employees, including ACH, bank draft, check and wire payments
- Verify and process employee travel reports
- Lowell Observatory purchasing cards oversight and reconciliation including vendor accounts and commercial credit cards
- Handles purchasing requests from staff and monitors company-wide supplies.
- Maintains proper supporting documentation and enters coding in company's online credit card system.
- Assists with weekly cash deposit and/or start-up cash
- Handles remote deposits using bank check scanner, reconciling checks against internal reports.
- Monitors postage meter, including loading postage funds as needed & downloading monthly postage report
- Prepare reports and other activities (such as making scans, pulling invoices, etc.) to assist with annual audit, all files are maintained electronically
- Review, prepare and distribute annual 1099-MISC and 1099-NEC forms
- Notarize organizational and employee documents(Lowell will support obtaining notary certification)
- All other accounting-related duties as assigned by the Controller

QUALIFICATIONS

- Excellent computer skills: Word, Excel, Google Mail and Docs
- Payroll processing experience
- Ability to communicate and interact with individuals at all levels of the organization
- Ability to work in high pressure environments
- Highly detail-oriented; Strong analytical and problem-solving skills
- Excellent planning, organizational, and administrative skills
- Ability to understand and comply with existing procedures and willing and capable to improve upon them
- Positive and professional attitude

EDUCATION/EXPERIENCE

College coursework in accounting or business, College degree preferred. Experience working in a professional accounting office, preferably in a non-profit. Experience working with Financial Edge NXT, PaperSave and Paycom software preferred, but will be trained. Payroll certification is a plus.

WORKING CONDITIONS

This position requires long periods of sitting at a desk and computer. Speaking and listening in person, phone or video. Navigating our hilly campus at 7,300 feet elevation, sometimes over uneven terrain by foot or vehicle. Lifting up to 20lbs. Fine motor skills and finger dexterity for cash counting.

Hours:	40 hrs. per week
Compensation:	\$23-\$28/hour depending on experience
Status:	Full Time, Regular
Location:	Flagstaff, Lowell Observatory's Mars Hill Campus
Benefit Eligible:	Yes
FLSA Classification:	Hourly/Non-exempt

To Apply:

Please send the following documents to humanresources@lowell.edu

- Lowell Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three professional references

Applications received by January 26th at midnight will receive full consideration. Position Open Until Filled

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Employment is subject to passing a background check. Employees in the finance department are subject to a credit check in addition to the background check.

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of one of the mountains sacred to Indigenous tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION January 2025/HR