



Accounting Assistant

Reports to: Business Manager

Status: Full-time, non-exempt

Schedule: 40 hours per week, Monday-Friday 9am-5pm

Hourly Rate: \$22.00-\$24.00 per hour

To Apply: Please submit a cover letter and resume to Yvette Miranda, Business Manager, at ymiranda@rmhctucson.org

About our Organization

Ronald McDonald House Charities of Southern Arizona (RMHC®-SA) envisions a world where every family has what they need to ensure the best health outcomes for their child. Since 1981, the Ronald McDonald House® in Tucson has provided a warm and welcoming “home-away-from-home” for families with critically ill children that have traveled to Tucson for medical care. Some stay a few days. Some stay a few months. We offer them all a comfortable place to stay in a loving, supportive environment – all at no cost to the families.

We also serve all families at Banner Children’s Diamond Children’s Medical Center and TMC for Children with the Ronald McDonald Family Room® programs – places for family members to rest and regroup just steps from their child’s bedside. We partner with local Federally Qualified Health Centers on two Ronald McDonald Care Mobile® programs to provide dental care to children in underserved areas. In December 2024, we opened the RMHC Sibling Center in connection with the Play Zone at Banner Diamond Children’s.

Inclusion and belonging are core values at Ronald McDonald House Charities of Southern Arizona. We are passionate about building and sustaining a welcoming and equitable environment for all staff, volunteers, and guests. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, by identifying challenges, and by discovering, designing and delivering solutions.

RMHC-SA offers a competitive salary with a strong benefits package, including medical (100% paid for employee, plus 70% for family), dental, and vision insurance (both 50% for employee), retirement savings matching, and a generous PTO plan.

How You Can Help

This new addition to our full-time, weekday staff will support the children and families we serve by maintaining the organization's strong reputation for financial transparency and responsibility. They will ensure accuracy, accountability, and compliance with accounting processes. A successful candidate will be dependable, organized, eager to learn, and will share our passion for improving the lives of children and their families. Our accounting department functions at a high level, and we are looking for a team player who values confidentiality and meets challenges with enthusiasm.

The Accounting Assistant will:

- Maintain the accuracy and integrity of all day-to-day cash disbursement functions, including receipt of all invoices, debit card transactions, credit card transactions, check requests and assigning account numbers when needed.
- Entry of all cash disbursement transactions into QuickBooks Desktop.
- Monitor bank transactions and track any missing receipts from staff.
- Perform weekly check runs and weekly debit/credit card entry to help meet month end reporting deadlines.
- Responsible for maintaining a digital version of all accounting files as well as filing paper documents.
- Remote check deposit and reporting for all third-party fundraising.
- Assist with pre-audit preparation and assist Business Manager during annual audit with audit requests.
- Keep track of 1099 vendors, maintain and requests form W-9 for vendors and issues annual 1099s.
- Obtains and maintains Certificates of Insurance or Worker's Compensation waivers from vendors.
- Value and record all in-kind donations monthly.
- Maintains all office equipment such as printers, fax machine, postage meter, assuring they are in good working order and that supplies are always available.

Minimum Qualifications

- Bachelor's degree in accounting is preferred but not required. Work experience in lieu of a degree may be considered.
- Bilingual in English and Spanish is preferred but not required.
- Ability to maintain confidentiality of personnel and corporate data.
- This position requires long periods of sitting and computer work.
- Must be able to pass a criminal background check and drug screening.

Knowledge, Skills and Abilities

- Excellent communication and organizational skills are required.
- Ability to represent RMHC-SA professionally and enthusiastically
- Ability to work independently
- Microsoft Office skills, including Outlook, Word, and Excel; QuickBooks Desktop experience is a plus
- Non-profit accounting experience a plus.
- This position description provides a general overview of the duties, responsibilities and work conditions of the position. It is not designed to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this job.

Equal Employment Opportunity

Ronald McDonald House Charities of Southern Arizona believes that all employees are entitled to Equal Employment Opportunity. We do not discriminate against employees or applicants for employment based on race, color, creed, religion, sex, gender, age, national origin, sexual orientation, disability, veteran status, pregnancy, or any other legally protected characteristic. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.