

## JOB OPENING: ACCOUNTING ASSISTANT

The Accounting Assistant supports the Finance & Accounting department by performing clerical tasks, including processing and recording transactions, performing account reconciliations, preparing and distributing reports and budgets, fielding communications with clients and vendors, fact checking, filing, and other duties, as needed.

### Responsibilities

- Process vendor invoices; maintain and reconcile vendor ledgers, generate and distribute vendor payments.
- Maintain customer receivables and perform collection duties.
- Prepare bank deposits and travel to local banks to deposit funds.
- Assist in performing monthly bank reconciliations.
- Process annual contractor 1099 statements.
- Perform accounting clerical duties and maintain an efficient and orderly filing system for accounting related documents.
- Assist management as necessary with procedural matters and distribution of budget and other management reports.
- Provide effective customer service to vendors, retreatants and other internal parties.
- Prepare and process bi-weekly payroll through ADP portal.
- Transmit 403b contributions to custodial account.
- Maintain petty cash balances and process petty cash transactions.
- Calculate and submit monthly state sales tax payments.
- Order supplies and otherwise assist the Finance Director as needed.
- Attend regularly scheduled departmental and staff meetings.
- Participate in maintaining a positive, professional work environment in the department and throughout the organization.
- Meet IMS's expectations for service excellence.
- Support and protect silent retreat environment; uphold ethical principles.
- Other duties as assigned.

### Qualifications/Experience

- Bachelor's degree or equivalent combination of education and experience.
- 2 years or more experience in a professional office setting, demonstrating a wide range of administrative skills.
- Experience handling money ethically and responsibly.
- Experience with PC accounting, database applications, SAGE and ADP software preferred.
- Ability to handle basic accounting and mathematical computations with a high degree of accuracy.
- Ability to conduct duties in a professional manner and to handle confidential information with discretion.
- A strong customer service background with a commitment to providing a high level of service
- Familiarity with or sincere interest in meditation or mindfulness preferred.

### Position Now Open

Qualified applicants: Please send Staff Application (available at [www.dharma.org](http://www.dharma.org)) to [IMSjobs@dharm.org](mailto:IMSjobs@dharm.org).  
Include a résumé and cover letter detailing your interest in the position.

A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment. This is a full-time, 35 hours/week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and participation in the Staff Sangha Program.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*