



Mennoite Disaster Service

Position Open

Position Title: Accounting Assistant
Job Status: Part-time (10 – 19 hrs/wk), non-exempt
Location: Lititz, PA
Wage: \$19.78 to \$24.58/Hour
Revised: July 16, 2026

Primary Responsibility

Supports the finance team by performing accounts payable functions, data entry, and other technical tasks

Reporting Relationships

Reports to the Finance & Administration Manager (F&AM)

Key Responsibilities:

- Accounts payable functions:
 - Manage vendor records which may include verification of federal ID numbers
 - Review and enter approved invoices into A/P, resolving discrepancies as needed.
 - Printing and mailing checks
 - Reconcile invoices paid against statement received
 - Primary contact with A/P questions.
 - Format and distribute monthly cc reports for coding.
 - Import monthly credit card expense detail into accounting software
 - forward and record donations to the custodial unit accounts
- Record cash receipts/donation batches and work with Donor Development team on reconciliation as needed
- Enter miscellaneous cash receipts into accounting system
- Record recurring electronic payments (payroll and health plan claims)
- Reconcile primary bank accounts at month-end
- Scan and electronically file closed Job Cards/Client files when they come back from projects
- Performs other duties as assigned

Qualifications:

- Knowledge of and passion for the MDS mission, vision, and core values
- Active participant in a local Christian Church
- Affirm and emulate Anabaptist values and convictions and the Mennoite World Conference Shared Convictions
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- High school diploma
- One year of experience in accounts payable or accounting
- Six months' experience working with people of another culture

Essential Skills:

- Interacts/communicates well with people
- Computer proficiency in Microsoft Excel and accounting software
- Ability to maintain confidential information and accurate records
- Detail oriented
- Good analytical skills
- Physical requirement: Work is mostly sedentary with long periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

Resumes may be sent to jobs@mds.org