

**Position Title: Accounting Clerk**

**Reports to:** Fiscal Director

**Pay Grade:** 06

**Supervises:** None

**Schedule:** Full-Time Monday – Friday 8:00- 4:30p.m.

**Classification:** Non-Exempt

**Summary**

Assists with all Agency financial responsibilities including accounts receivables, accounts payable, payroll, budgeting, audits, insurance, financial reporting and all other related fiscal duties. Provides data entry of the client information tracking system.

**Duties and Responsibilities/Essential Functions**

General Accounts Payable functions:

- Preparation and entry of invoices/vouchers into the accounts payable system
- Prepares accounts payable checks
- Maintains Vendor files

General Payroll Functions

- Enters and processes timesheets
- Verify Taxes and other deductions and allocations
- Prepares and issues paychecks
- Prepares payroll reports

General Accounts Receivable Activities

- Prepare and coordinate deposit activities
- Perform all necessary account, bank and other reconciliations

General Support Functions

- Update, verify and maintain accounting journals and ledgers and other financial records
- Assist in month end reporting procedures
- Find and use accounting data to resolve accounting problems and discrepancies
- Perform filing and general administrative tasks
- Liaise with other departments/customers/vendors
- Follows all Federal, State and grant specific rules and regulations in the process of all accounting functions
- Works closely with the Administrative Assistant to maintain the front desk duties
- Perform all other duties as assigned by Supervisor and/or Director.

Client Information System

- Provide data entry in the agency client tracking system
- Analyze data to correct data entry issues
- Provide support and input in yearly agency reporting requirements

**Supervisory Responsibilities**

None

**Education and Experience**

- Associate degree in accounting preferred
- Two year experience in accounting required
- Non-profit organization experience an advantage
- MS Office and knowledge of accounting software
- Proficient in data entry and management
- Knowledge of generally accepted accounting principles and procedures

**Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

A strong attention to detail and accuracy

Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines

Work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed

Organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.

Work under pressure, in stressful situations and with frequent interruptions

Good communication skills; verbal and written, technical and non-technical

Confidentiality

Pass a criminal background check and/or credit check

Proof of valid driver's license and current vehicle insurance coverage

**Physical 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 accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this Job, the employee is occasionally required to stand; walk; sit; use hands to fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

**Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date