




Job Description

JOB TITLE: Accounting Clerk

PROGRAM: Administration

REPORTS TO: Controller

TYPE OF POSITION: Non-Exempt

APPROVED BY:  _____ **DATE** 01/03/2020
Executive Director

SUPERCEDES JOB DESCRIPTION DATED: 10/98, 1/18

I. JOB SUMMARY: Under the direct supervision of the Controller, the primary function of this position is to provide assistance as needed in the day to day fiscal operations, as per the established policies and procedures, and in keeping with the mission and the values of the organization. Ability to work with and support the Controller and to perform other duties deemed necessary.

II. QUALIFICATIONS/REQUIREMENTS:

- **Skills/Knowledge:** Competency in using Microsoft Outlook, Word and Excel. Experience in QuickBooks is desired but not required. Experience working with Cost Center Allocations, journal entries and the monthly closing procedure.
- **Education/Training:** AA or equivalent Bachelors' degree in business field preferred. Work experience and demonstrated knowledge of non-profit organizations and their management may be substituted for a degree.
- **Experience:** Have at least 6-12 months of prior work experience in bookkeeping and/or accounts duties.

III. ESSENTIAL JOB FUNCTIONS:

- Demonstrate acceptance and implementation of the organization philosophy of family-centered, strengths-based, collaborative services.
- Maintain client confidentiality at all levels.
- Demonstrate ability to work with colleagues as a member of a team.
- Attend all meetings deemed necessary by the Controller or Executive Director.
- Provide the Controller with accurate and timely reports on any and all information deemed necessary for the continued stability and solvency of the corporation.
- Perform monthly bank reconciliations.
- Provide and maintain Cash Receipts and Accounts Receivable.
- Provide and maintain Cash Disbursements and Accounts Payable, including Form W-9.
- Assist with preparation and completion of all work papers for year-end financial statements and annual audit.

- Assist in preparation of annual budgets.
- Attend all trainings as needed.

IV. OTHER JOB FUNCTIONS:

- Performs all other duties deemed necessary.

V. WORKING CONDITIONS:

- **Environment:** Air-conditioned office setting.
- **Equipment Use:** Computer, 10-key calculator by touch, and all other standard office equipment.
- **Work Hours:** Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Frequent flexibility required. No more than 20 hours/week may include weekends or evening hours.

VI. PHYSICAL DEMANDS: Works in an office setting; frequent sitting, walking and stair climbing; frequent computer use; occasional lifting and carrying up to 40 pounds.

VII. MENTAL DEMANDS: Frequent use of judgement and discretion; works independent of supervision; frequent decision making; frequent work under pressure and/or deadlines; works cooperatively with others and directly with the Executive Administrative Assistant; ability to influence others required.

VIII. COMMUNICATIONS DEMANDS: Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; moderate, effective oral (in person and telephonically) communication required; must work collaboratively as a member of a team. Relates well and works cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

IX. VIV. OTHER: Must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, and a minimum of \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title Accounting Clerk and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____