

POSITION DESCRIPTION

Position: Accounting Clerk
Program: Administration Status: Non-exempt
Reports to: Controller Date Prepared: 1/16

POSITION SUMMARY:

The Accounting Clerk is responsible for accounts payables/receivables, payroll processing, and other assigned accounting functions as needed. The work is completed in an accurate, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with program directors, staff, and outside service/product providers.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing accounts payable/receivable processing daily to achieve established objectives of the department.
 - 1. Perform Accounts Payable process from receipt of invoices to filing of paid invoices.
 - 2. Prepare checks to be signed and mailed.
 - 3. Respond to vendor phone calls and emails to resolve discrepancies.
 - 4. Verify and process expense reports for credit card account reconciliations.
 - 5. File and maintain accounts payable information, including the creation of new folders.
 - 6. Assist with month-end reconciliations.
 - 7. Assist with accounts receivables process, preparing bank statement when necessary.
 - 8. Provide internal support to Program Managers.
 - 9. Assist and provide backup for Accounts Receivable.
 - 10. May perform other accounting duties as assigned.

- B. Responsible for all areas of daily program maintenance in compliance with company policies.
 - 1. Document and report all accounting concerns and/or infractions that can impact the program security.
 - 2. Complete all necessary accounting reports as required.
 - 3. Secure approval for exceptions to standard policy.
 - 4. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 - 5. Communicate with on-site staff, Program Managers, employees, and product/service providers as required.
 - 6. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.

- C. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Participate in both internal and external training as needed for growth and development.

EQUIVALENT EDUCATION AND EXPERIENCE:

This position requires strong accounting knowledge and an Associate's degree in Accounting, or related field. A combination of education and experience will be considered. Proficient in Microsoft Office and Great Plains is required. Must have demonstrated knowledge and ability of computerized accounting and double-entry accounting. Accurate data entry skills and strong attention to detail. Must have a willingness to accept responsibility and do repetitive and routine work. Excellent verbal and written communication skills in order to interact professionally with customers, vendors and staff. Good judgment and tact is required in handling confidential information. Provide services to clients without ethnic or social prejudices. The ability to multi-task and meet deadlines timely while working in a fast-paced office as part of a team is essential. Must have the flexibility to work irregular hours and have the willingness to function as a team member.

SPECIFIC SKILLS REQUIRED:

Computer data input
Ten-key calculator by touch
Strong math ability
Teamwork skills
Oral and written communication skills
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 15 pounds
Physically able to lift boxes of files
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Chief Financial Office, Controller, Senior Accountant or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with program managers, business entities, and all levels of staff. The Accounting Clerk is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through inappropriate calculations and/or delinquency of payments.

NUMBER OF EMPLOYEES

No employees report to this position.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____