



Job Title: Accounting Clerk

Department: Administration

Reports To: Director of Finance/Accounting Associate

FLSA Status: Non-Exempt, Part Time – approximately 20 hours per week. Expected schedule is 4 hours daily 9-1 or 10-2

Summary: The Accounting Clerk assists the Director of Finance/Accounting Associate in conducting daily operating procedures in the administrative office at Senior Concerns.

Essential Duties and Responsibilities: To be able to perform the following duties:

1. Daily sort and classification of incoming checks.
2. Notify designated staff of donations to obtain appropriate campaign and/or classification.
3. Prepare documentation to enable processing of deposit.
4. Deposit check by way of remote desktop bank scanner. Produce check image report, print, and save to Senior Concerns server. Enter deposits into QuickBooks accounting system using prevailing company protocols.
5. Process any walk-in credit card donations or payments through credit card terminal. Write up Deposit Cover Sheet for CC transactions, keeping any Donations and Receivables on separate sheets. Record amounts on “Daily Machine Totals” log.
6. Scan Deposit Cover Sheets into Accounting Associate folder for processing.
7. Give donation deposit cover sheets to Administrative Assistant to enter in donor database.
8. Once donation deposit sheets have been processed, file appropriately.
9. All other duties as assigned.

Accounts Payable

1. Collect all bills by mail, email, or direct access online. (Hard copies required)
2. Obtain approvals from department directors as needed.
3. Enter bills into QuickBooks, allocating costs to appropriate departments.
4. Pay bills in timely manner, by check, credit card or petty cash when appropriate.
5. Print checks as needed through QuickBooks, obtain President’s signature and 2nd signature when required.
6. Process checks for mailing.
7. File check stubs with paid invoices.

Company Credit Card

1. Enter credit card purchases into QuickBooks, allocating costs appropriately.
2. Review credit card charges to ensure no fraud activity and that make sure that all charges are supported with receipts.

Bargain Boutique

1. Enter Bargain Boutique daily deposits into QuickBooks (Boutique manager will drop off biweekly)
2. File reports in cabinet.

Petty Cash

1. Maintain Petty Cash box.
 - a. Receive and record any cash deposits into Petty Cash Register
 - b. Process and pay out cash reimbursement requests
 - c. Record disbursements into Petty Cash Register
 - d. Director of Finance to reconcile petty cash account (monthly)

Phone Backup

1. Assist in answering phones when Administrative Assistant is unable to do so and route calls appropriately.

Maintain Files

1. Accounts Payable – copy of all bills with AP Invoice slip & payment stub. See above.
2. Accounts Receivable – Deposit reports and physical checks – in file cabinet
3. MOW Scholarship Applications – Scan and email to Accounting Associate and MOW Director. File originals in drawer.
4. Contracts – save to designated folder on P drive. File originals in drawer.
5. Bargain Boutique Daily Deposits – in file cabinet
6. Government Contracts – in file cabinet after scanning to Accounting Associate & Fund Development Director
7. At fiscal year-end, box up previous fiscal year documents and label using existing protocols, transfer files to appropriate cabinets, create new file folders & labels for new fiscal year.

Fundraising Events

1. Be available to participate as part of the finance team at fundraising events throughout the year. Participation includes check-in/checkout at all organization events and provide assistance where needed.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Able to identify and assist co-workers with responsibilities as need arises to contribute to a positive team spirit. Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values. Proactive towards Participants needs/actions and takes ownership for outcome of center's activities assigned.

Uses time efficiently. Accepts responsibility for own actions. Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty assigned. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Two years' work-related experience in accounting field with some understanding of QuickBooks. A high school diploma or GED is required.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Certificates, Licenses, Registrations:

1. Valid California Driver's License.
2. Must pass a medical examination, including a drug and alcohol test, prior to commencing work. The test will also include a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to or seven days after employment.
4. Prior to commencing work, the employee shall sign and submit to a Criminal Record Clearance Form, which would also include fingerprinting.
5. Prior to commencing work, the employee must pass drug and alcohol testing. After commencing work, the employee must submit to reasonable suspicion drug and alcohol testing.

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 regularly required to stand; use hands, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and taste and smell. The employee is required to walk, sit, and occasionally required to stoop, kneel, or crouch. The employee is must occasionally lift and/or move up to 50 pounds and must pass a 50-pound lift requirement. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those that an employee encounters while performing their essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

All employees, regardless of position, serve as role models for children, adolescents, adults, families, and the community who are provided services by Senior Concerns. Therefore, each employee must always be emotionally stable and able to function effectively with Senior Concerns' culturally diverse employees as well as the community. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions and any form of harassment (see Personnel Handbook) as well as inappropriate emotional expressions will not be accepted.

*I have read the responsibilities of my position and understand the evaluation criteria
That will be used as a measure of my performance.*

Employee's Name (Printed)

Employee's Signature

Date