



## Job Description

Job Title: Finance Clerk - Accounting  
Department: Finance  
Reports to: Finance Manager  
FLSA Status: Non – Exempt / Part time 20-30 hours per week. Some Weekends.  
Revision Date: July 1<sup>st</sup>, 2010

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### GENERAL POSITION SUMMARY

The Finance Clerk provides primary responsibility for all phases of payroll for 25+ employees in a semi-monthly basis; accounts payable/accounts receivable processing including vendor/customer file maintenance, check issuance and remittance, invoicing and statement processing, cash receipts and account adjustments. Performs purchase order and encumbrance control, maintains property management records and expense reimbursement records.

Provides general secretarial support for Finance Management and effective communications regarding Department functions with clients, vendors, agency staff and the general public.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Payroll:

- Compliance with local, state and federal tax regulations and company policies
- Liaises with Finance Manager to ensure HR and personnel and payroll activities are processed correctly to the G/L
- Oversees, computes and disburses wages and salaries, deductions, taxes and other withholdings
- Calculates and processes special checks, reviews, edits and makes corrections and adjustments as needed
- Reviews hours worked by examination of time sheets, or electronic media. May also be responsible for calculation of overtime, PTO pay, etc.
- Oversees the preparation of deductions for authorized and mandatory deductions. May enter data on hires, terminations, and wage adjustments
- Research, troubleshoot, and respond to wide range of inquiries related to payroll
- Processes all accounts payable checks related to payroll liabilities.

#### Accounts Payable/Receivable:

- Receive and verify invoices and purchase orders for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry, using the appropriate coding and allocation.
- Data enter invoices for payment.
- Manage the semi-monthly checks run.
- Record all checks.
- Prepare vendor checks for mailing.
- Prepare manual checks as and when required.
- Prepare and send billing invoices when necessary
- Follow established procedures for processing receipts, cash, etc.
- Prepare bank deposits
- Follow up, collection and allocation of payments



- Assist in the reconciliation of accounts in the General Ledger

**Additional Duties:**

- Assist in the development and implementation of overall finance procedures
- Assist in the process of the agency's annual Budget and Audit
- Assist staff with Information and Technology hardware problems, troubleshoot and resolve common issues and contacts the IT Contractor when necessary
- Purchase and maintain general office supplies and regular general inventory
- Other duties may be assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

To perform 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.

- Microsoft Solomon Experience a plus, but not required
- Superior Excel and Word skills
- General Ledger Knowledge and experience
- Avid Multitasking
- Detail oriented with a high level of accuracy; motivated and willing to take initiative
- Team Oriented
- Maintain strict confidentiality
- Excellent oral and written communication skills
- Excellent Interpersonal Skills
- **Experience and/or desire to work in a non-profit environment and with families and children**

**MINIMUM EDUCATION/EXPERIENCE:**

- Minimum three years of bookkeeping/accounting experience
- Proven knowledge of Computers and Data Server usage and troubleshooting.
- Bachelor Degree in Accounting preferred but not necessary

**PHYSICAL DEMANDS**

The physical demands and work environment 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.

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.
- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.