



Job Description

Job Title: Finance Clerk
Department: Administration
Reports to: Finance/Human Resources Director
FLSA Status: Non-Exempt/Full-time
Revision Date: 12/29/2020

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 Administration and effective communications regarding Department functions with clients, vendors, agency staff and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payroll:

- Compliance with company policies as well as local, state, and federal tax regulations;
- Liaises with Finance/Human Resource Director to ensure HR, personnel, and payroll activities are processed correctly to the general ledger;
- 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. Also responsible for calculation of overtime, PTO pay, etc.;
- Oversees the preparation of deductions for authorized and mandatory deductions;
- Enters data on hires, terminations, and wage adjustments;
- Facilitates new employee orientation;
- Researches, troubleshoots, and responds to a wide range of inquiries related to payroll;
- Processes all accounts payable checks related to payroll liabilities;
- Process all new employee information, including in-hire paperwork and preparing data settings.

Accounts Payable/Receivable:

- Receives and verify invoices and purchase orders for goods and services;
- Verifies that transactions comply with financial policies and procedures;
- Prepares batches of invoices for data entry using the appropriate coding and allocation;
- Manages the semi-monthly check runs;
- Records all checks;
- Prepares vendor checks for mailing;
- Prepares manual checks as needed;
- Prepares and send billing invoices;



- Follows established procedures for processing receipts, cash, etc.;
- Prepares bank deposits;
- Follow up on collection and allocation of payments;
- Assist in the reconciliation of accounts in the general ledger.

Additional Duties:

- Assist in development and implementation of overall finance procedures;
- Prepare annual licenses and permits and submit to Finance/Human Resources Director;
- Update the Disaster Recovery System for the agency;
- Assists the Executive Director with Administrative secretarial duties;
- Assist in the process of the agency's annual budget and audit;
- Purchase and maintain general office supplies and regular general inventory;
- Other duties as 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 preferred;
- Superior Microsoft 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 and with excellent interpersonal skills;
- Maintain strict confidentiality;
- Excellent oral and written communication skills;
- Experience and/or desire to work in a non-profit environment and with families and children.

MINIMUM EDUCATION/EXPERIENCE:

- Minimum two years of bookkeeping/accounting experience;
- Bachelor's degree in accounting or business preferred.
- Fund Accounting knowledge preferred.

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.