

Position Title:
Accounting Clerk I

<u>Classification:</u>	Non-Exempt
<u>Salary Grade/Level:</u>	Pay grade: 02
<u>Reports to:</u>	Accountant – Accounts Payable
<u>Board Approval Date:</u>	December 14, 2017

Summary/Objective Under the supervision of the Accounts Payable Accountant, the Accounting Clerk I shall perform a variety of accounting functions, including data entry for processing of accounts payable and printing of purchase orders and maintaining an accurate and systematic filing system of all computer generated batches.

Essential Functions Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ Receives, audits and prepare invoices, vouchers, transmittals and purchase orders in preparation of accounts payable batch assembly and maintains a systematic filing system for items pending.
- ◆ Prepares calculator tapes, sorts documents, assigns account and vendor numbers, prepares accounts payable batches and hash totals, and performs data entry of the accounts payable batches in preparation of printing the accounts payable checks.
- ◆ Assembles batches for review prior to the printing of the accounts payable checks or final update to the accounting system.
- ◆ Assembles accounts payable checks, with supporting documentation, for final approval prior to mailing.
- ◆ Prepares checks for mailing accompanied by supporting documentation.
- ◆ Maintains a numeric filing system for the accounts payable and payroll check stubs.
- ◆ Maintains a systematic and orderly filing system for voucher, cash receipt, cash disbursement and general journal batches.
- ◆ Assigns vendor numbers and inputs requisitions in preparation of printing the Agency purchase orders and assembles and distributes the requisitions and purchase orders for signature approval.
- ◆ Receives, separates and distributes the approved purchase orders to the proper staff and maintains a numeric filing system with the yellow copies of the purchase order.
- ◆ Creates and maintains spreadsheets using Microsoft Excel.
- ◆ Assists the Accountant with reconciliation of general ledger accounts.
- ◆ Types and duplicates all materials as assigned; receives calls and takes written phone messages as needed; and drafts correspondence to staff personnel and vendors as assigned.

Accounting Clerk I cont'd:

- ◆ Pulls documentation for the annual audit and monitoring visits as assigned.
- ◆ Assists the Finance Director and Accountants by performing other duties as assigned.

Competencies:

1. Decision Making.
2. Collaboration Skills.
3. Results Driven.
4. Communication Proficiency.
5. Technical Capacity.
6. Teamwork Orientation.
7. Thoroughness.
8. Flexibility.
9. Proficient in MS Word and Excel

Supervisory Responsibility: This position has no supervisory responsibilities.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work: This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience: A high school graduate or equivalent (GED); a completion of two years post high school study with major course work in accounting and three years experience as an accounting clerk or bookkeeper; or any equivalent combination of acceptable education and experience; should also be familiar with 10 key calculator by touch; requires typing skills, basic knowledge of computer operation; data entry skills; and have the ability to read computer printouts.

Preferred Education and Experience: (same as above)

Accounting Clerk I cont'd:

Additional Eligibility Qualifications:

- Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with staff.
- Must possess the ability to make independent decisions when circumstances warrant such action.

Work Authorization/Security Clearance: Has to successfully pass a criminal, employment, education and drug screening background checks.

AAP/EEO Statement: NFCAA is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____