



Job Title: Accounting Clerk
Department: Accounting
Reports To: Division Director, Finance
FLSA Status: Exempt/ Full Time
Salary Range: BOE
Prepared By: Chief of Staff
Approved By: Chief of Staff
Last Modified: 2023-08-14

Job Summary

The Accounting Clerk is responsible for all areas relating to accounts payable, accounts receivable, and American Express reconciliation. This position addresses tight deadlines and a multitude of accounting activities including financial reporting, year-end audit preparation and the support of budget. The Accounting Clerk will have contact with Executive Director Chief of Staff and the Finance Director which requires strong interpersonal communication skills both written and verbal.

Job Qualifications

- High School Diploma or GED required.
- Bachelor's or higher-level degree - in Accounting preferred.
- Demonstrates initiative and ability to meet established department deadlines preferred.
- Attention to detail, accuracy and confidentiality preferred.
- Effective verbal, listening and written communication skills preferred.
- Ability to work with others to accomplish assignments preferred.
- Ability to read and interpret company policies, regulatory guidelines, and other work-related documentation preferred.
- Basic understanding of general accounting principles and ability to apply in execution of job duties preferred.
- Basic skill using Microsoft Office programs (i.e., Word and Excel) preferred.
- Broad knowledge and understanding of PC/computers, data processing, and programming relating to the accounting functions preferred.
- Working knowledge of ERP, specifically NetSuite, preferred.

Position level and salary will be commensurate with qualifications and experience.

Experience:

At least three years' experiences with accounts payable, filing, and coding.

Must be PC Proficient and able to thrive in a fast-paced setting.

Must be proficient in Microsoft Excel (advanced formulas, pivot tables, etc.), and have a working knowledge of other Microsoft applications (Word, PowerPoint, etc.).

Required Skills/Abilities:

- Must be reliable and extremely trustworthy.
- ERP software experience preferred, specifically NetSuite.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.

Responsibilities

- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Records entry of, verifies documentation for, and distributes petty cash.
- Calculates and reports sales tax based on paid invoices.
- Other related duties as assigned.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Code of Conduct:

Employee follows the STRAC Code of Conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

- 1. Legal Compliance:** comply with federal/state laws
- 2. Business Ethics:** accurately & honestly represent the Organization and not defraud anyone of money, property or service.
- 3. Confidentiality:** protect confidential information
- 4. Conflict of Interest:** do not use position to profit personally
- 5. Business Relationships:** business transactions are free from offers or solicitation of gifts/favors
- 6. Protection of Assets:** preserve assets by using resources prudently and effectively
- 7. Patient Rights:** respect and support patient rights to privacy & treatment