

**Central Valley Children's Services Network
Job Description**

POSITION: Accounting Clerk (Non-Exempt)

DURATION: On-going Based on Funding

ACCOUNTABLE TO: Fiscal Manager

PURPOSE OF THE JOB: To support the Fiscal Manager and Fiscal Department in all activities relating to the business and fiscal functions of the agency, including inventory oversight.

ESSENTIAL FUNCTIONS:

Contract Administration/Key Functions:

1. Assist as needed with Accounts Receivable/Accounts Payable/Check Request Process, ensuring compliance with all Federal, State and Local contract and funding requirements.
2. Prepare and enter check requests as requested.
3. Coordinate and implement Fiscal errands (bank and check signing).
4. Administrative access to iSolved and Payroll Processes in the GL.
5. Assist with Budget Process, data entry into Quickbooks.
6. Prepare and enter journal entries into GL as needed.
7. Assist with preparation of Funding Fiscal Reports, Invoices and Agency Financial Statements.
8. Prepare periodic Home Food claims.
9. Maintain Fiscal files and records.
10. Assist with Reviews and Audits as needed.
11. Other duties and responsibilities may be assigned.

Accountability and Support:

1. Recommends operational policies and procedures as identified for efficient and economical operations.
2. Attend local, regional and state conferences pertaining to funding programs as directed;
3. Meets monthly or as needed with the supervisor to discuss changes and updates on new procedures;
4. Responsible for the development, accomplishment, and evaluation of program goals, objectives, and outcomes.

Community Involvement:

1. Create and maintain a positive agency image in the office as well as in the community;
2. Be professional in attire, composure, attitude, and interactions with others.
3. Develop collaborative relationships with other community agencies for information exchange; joint projects, and advocacy efforts;
4. Determine need in the community not met through current services and develop and implement a plan of correction (including budget); and
5. Participate in the leadership, planning, and implementation of agency events.

EXPECTATIONS/BEHAVIORS:

1. Work well under pressure, meeting multiple and sometimes competing deadlines;
2. Be able to build good working relationships with people from diverse backgrounds;
3. Be able to delegate;
4. Be able to conceptualize and communicate well;
5. Be dependable, fulfill commitments, and follow-through;
6. Be professional, willing to separate personal from organizational interests;
7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Be willing to evaluate others and be evaluated; takes responsibility for their actions and decisions;
9. Utilize clear written and verbal communication and sound documentation techniques;
10. Be able to use a systematic approach in problem-solving;
11. Be able to safeguard confidential information of any type;
12. Be able to at all times, demonstrate cooperative behavior with colleagues and supervisors;
13. Be able to teach others policies and procedures associated with job duties; and
14. Be drug-free.

SKILLS NEEDED:

- Strong organizational skills;
- Strong, comprehensive knowledge of accounting systems, policies and procedures;
- Strong customer service/communication skills;
- Detail-oriented, Multi-task oriented;
- Strong Computer Skills; Working knowledge of Quickbooks, Excel, Word and Outlook (ISolved a plus);
- 10-key operation by touch;
- Bilingual Spanish a plus;

QUALIFICATIONS:

Education: Minimum of some college courses in Accounting or Business. AA in Accounting or Business Preferred. Bachelor of Science in Accounting a plus.

Experience: Have three or more years of full-time experience with accounting and business management, including general ledger through financial statement; working knowledge of computers (can train to software); working knowledge of non-profit accounting and cost centers a plus.

PHYSICAL AND MENTAL REQUIREMENTS OF THE POSITION:

- Have the stamina, strength and alertness to work a minimum of 40 hours per week, plus attend night and weekend meetings/events as required.
- Daily work could include: sitting at a desk and/or computer for periods of time; telephone work; walking to other areas of the building: for meetings, to make copies, to get mail or forms; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, electric stapler, calculator/adding machine, coffee pot; assist in loading/unloading vehicles with equipment/supplies; driving own vehicle, securing and driving rental vehicle; purchase items; enter child care facilities/homes or homes of parents; attend events/meetings away from office during the day and/or evening hours.

Employee Name Printed:

Employee Signature: _____ Date Signed: _____

Executive

Director's Signature: _____ Date Signed: _____