

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

ACCOUNTING CLERK

POSITION SUMMARY:

The Accounting Clerk reports directly to the Finance Manager but will closely work with others within the finance department. Under general supervision, will be responsible for data entry and special reports as assigned, assistance in handling daily bank deposits, responsible for the finance department filing system and perform related work as assigned.

POSITION OVERVIEW:

- Employment Type: Full-Time/Non-Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administrative
- Reports to: Finance Manager
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Verify the accuracy of monthly CFS provider timesheet and enter into the template when needed.
- Enter into Center Track classroom attendance in a monthly basis.
- Provide assistance in handling the daily bank deposits by copying supporting documents and making sure that all deposits are accounted for.
- Mail monthly billing to each classroom in a monthly basis.
- Create monthly pdf file for sign in/out sheets to be sent to the print shop as well as manual SI&O sheets.
- Mail credit cards receipts to parents when needed as well as invoices that returned from the classroom.
- Responsible for the finance department filing system by insuring that all documents has been posted and filed to each proper binder/filing cabinets/boxes.
- Maintains accounting and financial records according to agency policy.
- Provides excellent customer service to all staff, clients and contacts of the agency.
- Maintains confidentiality of children, families and staff including Kidango's financial records.
- Other duties as assigned the Finance Manager or any other persons assigned by Director of Finance.

POSITION QUALIFICATIONS/REQUIREMENTS:

- 1-2 years of work experience in high volume accounting data entry preferred.
- Able to work effectively with customers internal and external to the agency.
- General knowledge of accounting practices including preparation of journal entries, account reconciliation and analysis.
- Preferred intermediate skill level with Microsoft Excel, Word, and Outlook
- Familiarity with accounting software a plus.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at
<http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.