

# Cornerstone Community Action Agency

## Job Description

JOB TITLE: **Accounting Clerk – Part Time**

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Exempt (Y/N): No

Introductory period: 180 days

Supervisor: Comptroller

Work Period: Must not exceed 20 hrs./wk.

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*Cornerstone Community Action Agency, Inc. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

### **CCAA Vision Statement**

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

### **CCAA Mission Statement**

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

**SUMMARY:** The Accounting Data Entry Clerk maintains efficient data entry and filing systems for the Accounting Department. The Accounting Data Entry Clerk serves as part of the support staff to the Chief Financial Officer and assists in maintaining records of financial transactions for establishment by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The Accounting Clerk will:

- Scan and file all documentation for the accounting dept electronically.
- Data Entry of accounts payable, deposits and others as necessary.
- Issue paper and online payments, attach backup documentation for signatures. Send file to bank.
- Produce and verify internal monthly reports.
- Assist as needed, with monitoring by funding sources.
- Work with Certified Public Accountant to ensure annual single audit is completed, as needed.
- Maintain vendor files and deposits.
- Assist with revisions/updates to internal control manual and cost allocation plan, as needed.
- Operate office machines such as fax, typewriter, computer, adding, calculating, and duplicating machines.
- Attend meetings, training/travel, and workshops as required by Supervisor.
- Copies data and compiles records and reports.
- Maintain and type correspondence, as needed.
- Assist in maintaining an adequate filing system.
- Complete bank reconciliations.
- Perform all other duties deemed necessary by the Supervisor and/or Executive Director.
- Adheres to safety discipline and accountability policies and regulations.

**General Responsibilities** The staff member will:

- Appearance: Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- Reliability: Ensure he/she can be counted on to carry out assigned responsibilities independently.
- Safety: Safely and properly use, maintain, and operate all equipment for carrying out duties.
- Punctuality: Employee observes regularly scheduled work hours.
- Compliance: Employee follows Agency policies, procedures, and established regulations

**Qualification Requirements:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience and Education:** High School Diploma, or GED; and a minimum of one-year related experience and/or training.

### **Required Skills/Abilities**

*Language Skills:* Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must have excellent verbal and written communication skills, including group presentations, and be able communicate in an effective professional manner with the public, agency clients, vendors, and staff. Good diagnostic, troubleshooting, and problem-solving skills. Ability to speak effectively before groups of people and provide training on policies and procedures.

*Reasoning Ability:* Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to work independently and to deal with problems involving several concrete variables in standardized situations. Must have excellent interpersonal and customer service skills.

*Mathematical Skills:* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

*Physical Demands:* The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. The employee will be required to lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the public, agency clients, vendors, and staff.

*Other Skills and Abilities:* Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite and accounting software. Competent in the use of fax and copier machines, calculators, and other office machines. Must have excellent organizational skills and attention to detail and have the ability

to monitor and prioritize workload and meet strict deadlines. Ability to carry out instructions assigned by Supervisor, CFO, or Executive Director.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

*This is an "At Will" employment and nothing contained herein is intended to create any contractual rights between Employer and Employee. Employees may be terminated at any time with or without cause.*

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

\_\_\_\_\_  
Employee SIGNATURE

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee PRINTED NAME