

Cornerstone Community Action Agency

Job Description

JOB TITLE: **Accounting Clerk**

Exempt (Y/N): No
Supervisor: Comptroller

Introductory period: 180 days
Work Period: Must not exceed 40 hrs./wk.

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.

SUMMARY: Assists in maintaining accurate accounting systems for Cornerstone CAA including: primary responsibility for accounts payable, account analysis and financial reporting, occasional back-up for accounts receivable, and payroll. Utilize Agency adopted accounting software to process data and complete reports and other documentation.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Accounting Clerk will:

1.	Accounts Payable (55%)	Exceeds	Meets	Improvement Needed	N/A too soon to rate
	Process approved electronic requisitions checking for coding accuracy regarding program, department and ensuring proper approval levels				
2.	Pay approved bills by check, electronic or online payment				
3.	Prepare checks for signature and file with supporting documentation				
4.	Stay current on the rules and regulations regarding proper use of State and Federal Grant funds				
5.					

Assist staff when necessary regarding proper coding of expenses and federal and state policies regarding purchases.				
6.				
Generate, audit and file payable reports along with supporting documentation				
7.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Reconcile and analyze all related general ledger accounts on a monthly basis reviewing for accuracy of coding by Program, and Department				
8. Accounting Assistance (45%)				
Maintain distribution and other codes within the Agency adopted accounting system				
9.				
Assist in development of cost allocation plan and know and understand account coding for all programs and departments				
10.				
Assist in various report preparation to keep managers apprised of the agency's financial status				
11.				
Maintain and reconcile Petty Cash for the Admin Office				
12.				
Reconcile Bank Account monthly as assigned				
13.				
File reports as needed for reimbursement from funding sources				
14.				
Prepare monthly in-kind report				
15.				
Generate information for budget preparation and year-end projections				
16.				
Prepare for and assist with audit				
17.				
Stay current regarding payroll processes and changes in procedures and serve as primary back-up for payroll				
18.				
Assist clerk with recording bank deposits and other related functions as needed and serve as back-up support when necessary				
19.				
Assist in revision of Finance Procedure manual as necessary				
20.				
Attend occasional meetings, training, etc. as needed or				

requested				
21.				
Other duties as assigned				

General Responsibilities The staff member will:

1. Appearance	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Ensure personal appearance, personal hygiene, and dress are appropriate for the day’s activities and comply with dress code.				
2. Reliability				
Ensure he/she can be counted on to carry out assigned responsibilities independently.				
3. Safety				
Safely and properly use, maintain and operate all equipment for carrying out duties.				
4. Punctuality				
Employee observes regularly scheduled work hours.				
5. Compliance				
Employee complies with Agency policies, procedures, and established regulations				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

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. Knowledge of Agency adopted accounting software and/or proven ability to utilize complex computerized accounting systems. Strong computer skills, word processing, spreadsheets, email and internet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education

Associate Degree in accounting or related field preferred or minimum of two years (full-time equivalent) relevant general accounting and financial analysis experience.

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.

Ability to speak effectively before groups of people, and provide training on policies and procedures. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff.

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 deal with problems involving several concrete variables in standardized situations.

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.

Other Skills and Abilities

Strong diagnostic and problem solving skills, particularly mathematical, bookkeeping and regulatory requirements.

Ability to problem-solve and accurately reconcile general ledger accounts and perform other accounting/bookkeeping functions.

Strong organizational skills, the ability to monitor and prioritize work load and meet strict deadlines.

Ability to work independently as well as in a team environment.

Ability to communicate (verbal and written) effectively and appropriately with others.

Sustained concentration and attention to detail and accuracy.

Ability to interpret state and federal policies and regulations.

All communications are potentially sensitive and are subject to Cornerstone CAA policy on confidentiality.

Ability to carry out instructions assigned by Supervisor, Executive Director, or CFO.

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 accommodations 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 working at computer keyboard and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Frequent standing, bending or lifting files. 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 general public, agency clients, vendors, and staff.

**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 interested to create any contractual rights between Employer and Employee. Employee 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

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: _____ Date: _____