



## **POSITION: ACCOUNTING CLERK**

**Definition:** Working under the supervision of the Office Manager and Executive Director, the Part-Time (20 Hour per week) Accounting Clerk supports general accounting processes (deposits, AP/AR, online giving systems) for CKCF and all its Affiliates. Along with data entry, file storage and other tasks as overseen by the Office Manager or requested by the Executive Director.

### **DUTIES AND RESPONSIBILITIES:**

1. Conducts general office management along with Office Manager.
2. Perform general clerical duties to include, but not limited to, copying, mailing and filing.
3. Provide support in the coordination of recordkeeping systems, data entry, storage compliance and organization standards for accounting services and audit process.
4. File and retrieve organizational documents, records and reports from cloud and hard copy filing system as needed.
5. Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office or other programs.
6. Support the coordination of accounting duties for accounting service provider by managing the bookkeeping tasks, that may include accounts payable, accounts receivable, bank account monitoring, grant check distributions, annual grant payout and establishment of donor central access.
7. Work closely with the affiliate foundations to manage their administrative requests, including accounts payable and accounts receivable and event coordination for assurance of compliance with accounting systems.
8. In conjunction with Office Manager support the completion of monthly depository transactions and reconciliation made through a variety of giving systems – PayPal, Braintree, Benevity.
9. Prepare or review deposits for local depository bank account; primary staff responsible for making organizational deposits.
10. Support Office Manager with employee benefit transactions with Paylocity, Edward Jones and other payroll based benefits.
11. Work in conjunctions with Office Manager to open, sort and distribute incoming correspondence, including mail, fed-ex, faxes and email.
12. Utilization and reconciliation of in-office petty cash account.
13. Work in conjunction with Office Manager to provide donor central access to donors receiving their new access via e-mail.
14. Oversee and provide support to staff and CKCF board for office meeting calendar and conference room reservations.

15. Take organizational minutes for both the Finance Committee and the CKCF Board of Directors and other meetings as assigned.
16. Support the maintenance of the contact databases for various mailings, events and the donor database through the excel files and other available systems as system evolves.
17. Shall conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors as assigned.
18. Interact professionally with all donors, volunteers, vendors and visitors.
19. Provide telephone support as needed and transfer to appropriate staff member.
20. Support staff on making repair and maintenance of office space and office equipment as needed.
21. May have occasion to supervise volunteers.
22. Assists in special events, such as fundraising activities, award ceremonies, the annual meeting and training as assigned.
23. Other duties as assigned by Executive Director.

**KNOWLEDGE, SKILLS AND ABILITIES:**

24. Accounting background and or knowledge, minimum knowledge of accounts payable and accounts receivable.
25. Computer literate with expertise with window office suites; ease and adaptability to other customized database programs.
26. Ability to operate standard office equipment, including but not limited to, PC Computers, telephone systems, calculators, copiers and facsimile machines. Proficient writing, analytical and problem-solving skills.
27. Knowledge of principles and practices of organization, planning, records management and general administration.
28. Ability to communicate effectively with ability to follow oral and written instructions.
29. Reliable transportation, a good standing driver record and auto insurance.
30. Staff are required to have an annual criminal background check.

**WORK HOURS**

This position offers a flexible schedule for this part-time position. Weekend and evening hours are sometimes required.

**COMPENSATION**

Commensurate with experience. Mileage is reimbursed at federal rate. May be eligible for Simple IRA benefit, up to 3% match, of contribution by CKCF.

**EDUCATION AND MINIMUM QUALIFICATIONS:**

1. High School Diploma required, bachelor's degree or higher preferred.
2. At least three (3) years' experience in general office responsibilities and procedures.
3. Must be computer proficient, with significant skills in Office Suites products.
4. Knowledge of principles and practices of basic office management and organization.
5. Knowledge of the basic principles and practices of bookkeeping.
6. Ability to work well independently as well as part of a team.