



## **Job Description Accounting Clerk**

### **Position Summary**

The Accounting Clerk will support all accounts payable and accounts receivable activities for multiple non-profit entities in a dynamic, fast-paced environment. Duties includes but is not limited to creating and executing purchase orders, verifying invoices, supporting with the completion of contracts, and supporting budget to actuals reporting. Duties also include identifying and coding accounts receivable, making weekly deposits and supporting the monthly close.

### **Responsibilities include:**

- Provide accounting and clerical support to the accounting department
- Function in accordance with established standards, procedures and applicable laws
- Supports team as necessary – Perform other tasks and analysis in support of the team
- **Procurement** - Create and execute purchase orders, train office staff on purchase request system, and maintain vendor information in ERP system
- **Accounts Payable** - Accurately enter and electronically file invoices, and maintain invoice records within the ERP system and cut checks to pay bills. Collect vendor 1099's throughout the year and prepare reporting at year end.
- **Credit Cards** - Ensure all credit card holders are properly submitting receipts and coding their transactions. Ensure all transactions are entered within ERP system
- **Journal Entries** - Support with the preparation of cash related journal entries and accruals applicable to role
- **Receivables** - Create recurring (and one-off invoices) within the ERP system, issue to customers and follow up on collections. Correctly code incoming checks and ACH's to appropriate vendor and funding/grant code
- **Sales systems back end management** - Monitor, maintain and match transactions to a variety of sales systems, including multiple Square accounts, EventBrite
- **Weekly cash pickups, bank deposits & mailing checks**
- **Monthly Reconciliations** - Support monthly bank and credit card reconciliations, investigate discrepancies

### **Education and Experience:**

Bachelor's or associate's degree in accounting, finance or related field preferred.

Or 2+ years of related work experience in a similar environment. (Internship or other experience will be considered as well)

Knowledge of Excel and Word required

Experience with Oracle NetSuite preferred

Experience with Google Suite preferred

**Knowledge and Abilities:**

- Flexible and enjoy working in a dynamic environment
- Work independently to meet schedules and timelines
- Detail oriented and well organized
- Apply judgment in prioritizing tasks
- Interpersonal skills using tact, patience, and courtesy
- Excellent oral and written communication skills
- Excellent time management skills
- Knowledge of methods and practices of financial record keeping
- Ability to manage multiple projects
- Perform financial and data analysis in Excel
- Analyze and interpret data
- Prepare accurate and complete financial records and reports.
- Perform computational tasks with speed and accuracy
- Provide training to staff

**Salary**

St. HOPE offers a competitive salary and benefits commensurate with qualifications and experience. This is a full-time position.

*As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.*