



***FiftyForward***  
**ACCOUNTING CLERK**

**DEADLINE TO APPLY:** FRIDAY, March 9, 2018

**SALARY INFORMATION:** \$12–18/HR (DOE); Non-exempt.

**WORK HOURS:** Monday – Friday; 20 hours per week; actual days and hours are flexible between 8:00a-5:00p. Must work on site. Additional hours may be required on occasion.

**BASIC FUNCTION:** The FiftyForward Accounting Clerk is an important role that completes payments and controls expenses by receiving, processing, verifying and reconciling invoices. This position will also work closely with Human Resources in the preparation and processing of the organization's semi-monthly payroll.

**CORE JOB SPECIFIC COMPETENCIES**

**Functional/Technical Skills:** has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Time Management:** uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

**Customer Focus:** dedicated to meeting the expectations and requirements of internal and external customers; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Ethics and Values:** adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Self-Knowledge:** Knows personal strengths and weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+’s and –’s) performance reviews and career discussions.

**CORE RESPONSIBILITIES**

- Process all cash disbursement transactions (check, credit card, ACH) and ensure transactions are paid accurately and on time in accordance with organization policies and procedures including correct General Ledger coding
- Prepare daily cash sheet and bank deposit
- Reconcile the organization's monthly Visa account and supporting documents; post transactions to the General Ledger
- Perform monthly Accounts Receivable billings for all fee for service programs
- Assist internal and external customers with payables and payroll inquiries
- Process automated payroll semi-monthly including employee reimbursement
- Assist in monthly closing process
- Reconcile vendor statements, research and correct discrepancies

- Maintain thorough and accurate files and documentation in accordance with records retention policies and procedures. Maintain all applicable accounts payable reports and spreadsheets.
- Maintain vendor records in the MIP accounting system.
- Generate quarterly sales tax report.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Implement and manage accounts payable and payroll process improvements as assigned
- Assist in the completion of the annual audit and grant audits as scheduled
- Other accounting duties as assigned

#### **CORE WORK REQUIREMENTS**

- **Education:** High School diploma or equivalent required; college courses in Accounting a plus;
- **Experience:** Three to four years of experience in similar position. Solid understanding of basic bookkeeping and accounting principles. Proven ability to calculate, post and manage accounting figures and financial records. Data entry skills along with a knack for numbers. Hands-on experience with spreadsheets and proprietary software. Customer service orientation and negotiation skills. High degree of accuracy and attention to detail. Interest in issues of aging.
- **Physical Requirements:** This job is performed in a smoke free environment. The usual and customary methods of performing the job's function require the following physical demands: sitting for an extended period of time, walking, standing, lifting, carrying, pushing, and/or pulling; stooping, kneeling and/or crouching; climbing stairs; significant fine finger dexterity; ability to operate office equipment including telephone, computer and copier; ability to communicate clearly.
- **Equipment Requirements:** Ability to operate a computer keyboard by touch; ability to operate a multi-function copier; knowledge of Microsoft Office 365 software including Outlook, Excel, and Word. Quickbooks experience a plus.

#### **HOW TO APPLY**

To be considered, please send a current resume and cover letter  
indicating the position for which you are applying to:

[careers@fiftyforward.org](mailto:careers@fiftyforward.org)

#### **FiftyForward is a Smoke Free Workplace**

*FiftyForward is an equal opportunity employer. Applicants are considered for all positions without regard to political affiliation, religion, gender, age, race, color, national origin, sexual orientation, disability, marital or veteran status, the presence of a non-job-related medical condition or handicap, or other status protected under local, state or federal laws.*