

FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

Job Title: Accounting Clerk

Reports to: Controller

Education: High school diploma with Bachelor's Degree in progress

Experience: Entry level with some prior experience preferred

Position is: Non-Exempt, 32-36 hours

Job Summary: The Accounting Clerk will contribute to the efficient and effective workings of the Finance Department by executing daily tasks with a careful attention to detail and accuracy. This role will utilize strong accounting knowledge, time management skills and effective problem solving to ensure success.

Specific Duties and Responsibilities:

- Accounts Payable
 - Process 15-25 invoices on a weekly basis,
 - Follow up with vendors and/ or program department, if needed
 - Resolve discrepancies in a timely manner
- Maintain vendor database and preparation of annual 1099 forms.
- Accounts Receivable
 - Create client invoices
 - Process Client deposits
 - Maintain deposit logs
- File, scan and record retention.
- Prepare monthly journal entries, basic account reconciliations and participate in year-end tasks with audits and tax return.
- Gift card administration.
- Guide accounting interns with projects.
- Perform other tasks as requested including participation in special events.
- Attend staff and other meetings as requested.

Job Qualifications:

- Must be highly detailed, organized, and accurate.
- High proficiency with Excel and other Microsoft Office programs.
- Recommended Financial Edge/Raisers Edge experience, but not required
- Effective problem solving and multi-tasking skills.
- Ability to work independently with minimal daily direction from manager to accomplish objectives.
- Effective time management skills.
- Excellent communication and interpersonal skills.
- Ability to work well in a team-oriented environment.
- Prompt and regular attendance.
- Ability to occasionally lift or carry 25 pounds.
- Maintain valid California Driver's License and state mandated vehicle insurance

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please submit resume to Elizabeth Childs, Director of Operations, at echilds@families-forward.org