

## **Accounting Clerk Position Responsibilities**

Under the direction of the Director of Finance, the accounting clerk will update and maintain records, reconcile bank statements, and manage the accounting databases (Quickbooks) with the goal and expectation of ensuring accurate data is recorded for internal and external reporting.

### **Responsibilities:**

- Provide accounting assistance to the Director of Finance
- Pick up mail (from the office or Reggie)
- Make bank deposits (at bank for \$2,500+, mobile under \$2,500)
- Update Little Green Light for donations
- Obtain and match receipts to bank statements and credit card statement transactions
- Reconcile accounts in Quickbooks monthly
- General ledger postings
- Process payments/reimbursement as necessary
- Provide inventory support
- Post inventory
- File annual form 990
- Participate and support in audits as necessary
- Support annual budget process as needed
- Prepare and provide various reports as necessary
- Identify, research, communicate, and resolve accounting problems and discrepancies
- Support quarterly and year-end reporting as necessary
- Attend accounting and board meetings as necessary

### **Skills and qualifications:**

- Accounting experience (1 or 2 years) with basic financial and accounting principle knowledge
- Accuracy - Enter and maintain accurate data and documents
- Aptitude for numbers
- Strong organization skills
- High level of attention to detail
- High time management skills with the ability to meet deadlines
- Excellent written and oral communication skills
- Strong PC skills in Windows environment

### **To Apply**

Please send a resume to [info@riseabovepovertysyr.org](mailto:info@riseabovepovertysyr.org) or call 315-937-4321 for more information.