

Position: FINANCE CLERK

Job Status: Grade 9 or 10, Step depending on experience and/or qualifications
Nonexempt
Work Day: Monday through Friday - 8 am to 5 pm
One-hour lunch

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

II. Minimum Qualifications:

- High School Diploma or GED; Associate Degree Preferred (Business or Accounting)
- Two (2) years' experience in a business environment of bookkeeping related areas of accounts payable, cash disbursements, requisition, purchase orders, and/or payroll.
- 10-key by touch
- Competency in Microsoft applications including Word, Excel, Outlook, and Access.
- Knowledge of double entry bookkeeping
- Able to push, pull, move, or lift a minimum of 40 pounds
- Organizational, verbal and written communication skills a must.
- Maintain the confidentiality of EOAC information
- Must pass a Criminal History check

III. Specific Responsibilities:

The Finance Clerk performs a variety of general accounting support tasks in the finance department including:

- Verifying the accuracy of invoices and other accounting documents or records.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable, etc.). Enters data into computer system using defined computer programs
- Compile data and prepare reports
- Ensure all documents are properly signed and distributed
- Recommends actions to resolve discrepancies
- Investigates questionable data
- Assist with account reconciliations
- Process bills, checks, receipts, and other documents as required
- Verify financial and other data (tax identification numbers, W9's, etc.)
- Monitor financial transactions
- Enter data and maintain updated records
- Communicate with vendors, customers, colleagues, and employees
- I understand that my employment will not begin until I have received clearance to hire from the Executive Director or their designee
- Other duties as assigned.

Immediate Supervisor: CFO / Assistant Controller

Employee Signature

Printed Name

Date

CFO/Assistant Controller Signature

Date

Executive Director Signature

Date