

# Missouri Ozarks Community Action

<b>Job title</b>	<i>ACCOUNTING CLERK</i>	<b>Grade</b>	6	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>FINANCE DIRECTOR</i>	<b>Step</b>		<b>Unit</b>	ADMIN-FISCAL

## Job purpose

Responsible for obtaining financial data for use in maintaining records. This position is supervised by the Finance Director.

## Duties and responsibilities

1. Responsible for completion of monthly benefits reconciliations. Verifying employee billing statements (health, life, dental, AFLAC). Writing up payment vouchers.
2. Responsible for managing employee benefits, ensuring that employees are enrolled for benefits as they become eligible and processed for billing/deductions. Payroll Clerk will assist.
3. Responsible for issuing petty cash accounts and credit cards.
4. Responsible for preparing Retirement upload and reconcile bi-weekly and annually.
5. Responsible for reconciliation of each bank account monthly.
6. Review payment vouchers for technical accuracy, conformance to policy and backup documentation and get appropriate signatures.
7. Prepare vendor checks for mailing out and attaching checks to vouchers.
8. Assist with credit card purchases.
9. Assist with travel arrangements
10. Assists with Analyzing financial information and prepares funding source reports
11. Assist with internal audit and pre-audit preparation and procedures.
12. Assists Finance Director in day to day operations of the Accounting Department.
13. Responsible for assuring confidentiality of all aspects of this job to which you become privy.
14. Perform any related duties and tasks as assigned or needed.

## Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Establish and maintain good working relations with other service providers, including co-workers and community.
3. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
4. Adhere to MOCA policies and procedures, and Accounting Department policies and procedures.
5. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
6. Attend all staff meetings and required trainings.

## Preferred Qualifications

1. Bachelor's Degree in Accounting, Business Management, Public Administration or related, may substitute related education and/or experience for degree requirements.
2. MIP Accounting Software knowledge.
3. Possess excellent communication skills (writing, spelling, listening, and speaking).
4. Ability to communicate and work with a variety of people from diverse backgrounds.
5. Working knowledge of Community Action and its programs.
6. Cooperate as a team member.
7. Utilize time management techniques.
8. Demonstrate knowledge and good judgment in matters of policy and procedure.

## Minimum requirements

1. High School Diploma or equivalency, and previous experience in related field.
2. Ability to communicate effectively in both written and oral form.
3. Excellent eye for detail.
4. Excellent data entry skills.
5. Knowledge of acceptable accounting documentation.
6. Ability to operate a computer, and other office equipment.
7. Be able to follow written and oral instructions with a minimum of supervision.

8. Ability to handle program/client information in a confidential manner.
9. Ability to understand the vision and values of our agency and to implement the mission, purpose and goals.
10. Demonstrate dependable transportation, current insurance and valid drivers. Able to travel out of area on occasion for training; trips of two to five days.

**Direct reports**

**Equal Employment Opportunity Statement**

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

**Employee Acknowledgement**

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	