

Missouri Ozarks Community Action

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

Job purpose

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

Duties and responsibilities

1. Reconciliation of the Bank Statement monthly.
2. Reconciliation of the Employee Benefits billings monthly.
3. Prepare Retirement payments, upload and reconcile bi-weekly and annually.
4. Transfer Payroll ACH payments per pay period.
5. Maintain employee deduction binders for employee W-4's, MACA, Retirement and Payroll deductions.
6. Responsible for purchasing and ordering supplies as needed.
7. Assist with doing Weatherization monthly report.
8. Responsible for keeping track of online payments and attaching confirmation from the bank.
9. Responsible for assisting employees with Insurance questions and or concerns.
10. Responsible for making travel arrangements.
11. Assist with internal audit and pre-audit preparation and procedures.
12. Assists Finance Director in day to day operation of the Accounting Department.
13. Perform other 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 Fiscal 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.
7. Maintain a regular schedule within assigned territory in coordination with other staff.

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. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. 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. One year related experience in social service setting or two years of college.
3. Ability to communicate effectively in both written and oral form.
4. Possess basic math skills.
5. Knowledge of acceptable accounting documentation.
6. Computer literate and have knowledge of accounting and spreadsheet software.
7. Excellent eye for detail.

- 8. Excellent data entry skills.
- 9. Demonstrate dependable transportation, current insurance, and valid driver's license.
- 10. 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: _____

Approved by:		Approved by:		Approved by:	
Date approved:		Date approved:		Date approved:	
Reviewed:		Reviewed:		Reviewed:	