

Waterfront Rescue Mission

Job Description

Job Title: Accounting Clerk
Department: Finance
Reports To: Accounting Manager

Summary:

Under general supervision of the Accounting Manager, this position performs account functions of the ministry according to established procedures and as directed by the Accounting Manager. Performs all reasonably related duties as assigned.

Duties may include some or all of the following:

- Performs Accounts Payable functions.
- Responsible for W-9 solicitation and acquisition.
- Prepares year-end tax reports
- Prepares schedules for month-end journal entries.
- Assists VP of Finance to update or establish business credit.
- Maintains authorized buyer's lists.
- Prepares & records cash receipts and deposits.
- Maintains vehicle fleet driver records including approved driver and fleet processes.
- Assists VP of Finance and the purchasing agent with vendor analysis.
- Prepares company forms and assists in development of procedures.
- Processes mail.
- Maintains Fixed Assets Files.
- Process payroll and invoices.
- Assists with segregation of duties in cash contribution process.
- Backs up other accounting clerks and the receptionist as needed.
- Assists in research for bank reconciliation.
- Some travel may be necessary for training & temporary duty.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character.

Education/Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Must have a valid state driver's license and be insurable by the WRM insurance carrier.

Knowledge, Skills and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must possess a high degree of commitment to confidentiality.
- Must be proficient in the use of Microsoft Office Suite; Experience with fund accounting software is desirable.
- Must have ability to perform a variety of complex clerical and entry-level bookkeeping and accounting tasks.
- Must have regular attendance on the job.
- Must support the goals of the Mission.
- Must have the ability to form effective working relationships with supervisors, all ministry staff and vendors.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate; reach with hands and arms and to speak and listen. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.

Name

Date