ORGANIZED COMMUNITY ACTION PROGRAM, INC.

ACCOUNTING ASSISTANT

Supervisor: Fiscal Officer
Exempt Status: Non Exempt
Terms of Employment: Regular Full-Time

Job Goal: This position is responsible for the performance of adequate accounting duties and conforming to all required regulations.

Essential Duties & Responsibilities:

1. Prepare and enter accounts payable documents.
2. Check edit reports and run accounting reports.
3. File invoices, expense reports, and travel authorizations.
4. Print checks.
5. Receipt cash received and reconcile deposits.
6. Allocate invoices for multi funds with spreadsheets.
7. Void checks with authorization in writing from Fiscal Officer.
8. Record deposits with authorization in writing from Fiscal Officer.
9. Maintain contract, lease, license and loan files for vendors to include W9, debarment, Davis Bacon, payment information, and other required documentation.
10. Maintain partnership agreements when payments are required.
11. Reconcile and process 1099 reports and clear old vendors from systems annually.
12. Assist employees with telephone, Internet, and other contract agreements/ changes.
13. Assist employees and vendors with needed reports and information.
14. Assist with grant reporting.
15. Reconcile bank statements.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions, and workshops as assigned.
2. Keep current and accurate records.
3. Meet required deadlines.
4. Maintain objectives and professional standards.
5. Improve self-skills and education.
6. Be present at work in order to provide consistency of services.
7. Maintain confidentiality of accounting and employee records.
8. Maintain congenial and respectful relations with staff and vendors.

Other Requirements:

1. Possess a basic knowledge of office practices.
2. Communicate effectively, both orally and written.
3. Possess a basic knowledge of computer operations.

4. Possess a basic knowledge of the theory of accounting.
5. Compare, analyze, and distribute accounting documents.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license.

Qualifications:

1. Two years experience in office practices.
2. Two years experience in Microsoft Office applications (Word & Excel).
3. Two years experience in accounts payable & payroll.
4. Adequate means of transportation.
5. Associate degree preferred—experienced working for OCAP can count for education at a 4 to1 ratio.
6. Current physical examination and TB screen documentation upon hire.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.
The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the 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 essentials functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All

employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

_____ _____

Signature Date

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Print Name

REVISED SEPTEMBER 2020