ORGANIZED COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION: ACCOUNTING CLERK

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

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

Essential Duties & Responsibilities:

1. Perform data entry for time sheets, payroll reports, employee insurance, retirement & payroll taxes.
2. Perform data entry for accounts payable.
3. Prepare energy assistance accounts payable.
4. Perform data entry for energy assistance accounts payable.
5. Run accounting reports & file.
6. Prepare deposits & maintain deposit log.
7. Prepare employee verifications & surveys.
8. Maintain employee garnishments.
9. Assist employees and vendors with needed reports and information.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions, and workshops as assigned.
2. Keep current and accurate records.
3. Improve self-skills and education.
4. Maintain objectives and professional standards.
5. Maintain confidentiality with accounting and employee information.
6. Be present at work in order to provide consistency of services.
7. Meeting reporting deadlines.
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. Comprehend, analyze, compute, 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 payroll operations.
4. Current physical examination and TB screen documentation upon hire.
5. Adequate means of transportation.

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 10lbs., 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 ability to adjust focus.

Work Environment:
The work environment characteristics described here are representative of those and 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.

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

_____

Print Name

REVISED SEPTEMBER 2020