

Operation UNITE Position Description

May 30, 2018

Class Title: Accounting Clerk

Supervisor: Chief Financial Officer

Supervises: None

GENERAL DUTIES AND RESPONSIBILITIES

Essential:

1. Process, verify, code, and file Accounts Payable and Accounts Receivable.
2. Assist with monthly bank reconciliations.
3. Maintain and track donations.
4. Perform tasks involving word processing of letters, memos and reports; edits documents as required.
5. Maintain mailing lists and databases.
6. Answer phones and forwards messages to appropriate staff.
7. Assist with meeting planning.
8. Provide administrative support to staff for recurring and special projects.
9. Maintain inventory and order office supplies.
10. Share in workload with staff to complete any job that has priority at the time.
11. Assist staff with handling of information requests or responding to other questions from the public.
12. Perform related duties as required.

Non-Essential: None

MINIMUM QUALIFICATIONS

Training and Experience:

1. Bachelor's degree in accounting or equivalent experience.
2. Work experience in a customer services organization or governmental program.
3. Familiarity with laws, rules and regulations related to non-profit organizations.

SPECIAL KNOWLEDGE, SKILLS and ABILITIES

Knowledge:

1. Knowledge of UNITE programs and activities.

2. Knowledge of federal and state laws and administrative regulations related to the administration and management of applicable programs utilizing federal and state funds.
3. Knowledge of modern office terminology, practices and procedures, business English, spelling, grammar, and math.
4. Knowledge of modern office machinery, including computer hardware and software.

Skills:

1. Interpersonal skills required.
2. Skills working with others (individually or in groups).
3. Word processing skills.
4. Spreadsheet skills.
5. Database skills.

Abilities:

1. Ability to prepare correspondence in finished product independently and from rough draft.
2. Ability to communicate effectively both orally and in writing.
3. Ability to exercise individual initiative and use discretion in handling confidential matters.
4. Ability to make decisions recognizing established precedent, law regulations.
5. Ability to use resourcefulness and tactfulness in meeting new situations.
6. Ability to prepare records and reports on a timely basis, and to forward reports as required.
7. Ability to establish and maintain effective working relationships with Board members, employees, and all program participants.
8. Ability to travel when needed throughout the service area.

ADDITIONAL REQUIREMENTS

Review of Work: Completed work may be spot-checked.

Analytical Requirements: Duties are of a complex nature, requiring judgment for which there is no precedent.

Physical Demands of the Job: Work is predominately performed indoors at a desk or table; intermittent standing, walking, stooping is required; must be capable of lifting objects weighing 25 pounds or less; must operate a motor vehicle.

Tools and/or Equipment Used: Motor vehicle; normal office equipment (including computer, phone, FAX machine, copier, etc.).

Contacts: Public and internal contacts requiring tact and diplomacy are a requirement of the job; must comply with UNITE's "Social Media – Use and Standards" policy.

Confidential Information: Use of confidential information will be ongoing.

Special Licensing Requirements: Must possess and maintain a valid Kentucky driver's license.

Certification Requirements: None.

Additional Requirements: May be required to travel throughout the 32-county service region.

Overtime Provision: Non-Exempt.