



## Job Description

**Job Title:** Accounting Clerk  
**Department:** Fiscal  
**Reports To:** Chief Financial Officer  
**FLSA Status:** Non Exempt  
**OSHA Category:** Category 3

**Summary:** Knowledge of bookkeeping; agency & state bookkeeping policies & procedures; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals; inventory control. Skill in operation of adding machine, calculator or other automated computerized equipment (e.g., personal computer). Ability to prepare & maintain meaningful, concise & accurate reports; deal with variety of variables in somewhat unfamiliar context; gather, collate & classify information about data, people or things; answer routine inquiries; work alone on most tasks.

### Essential Duties and Responsibilities:

- Assist in Receiving and date stamping in all fiscal correspondence and disseminate to all individuals within fiscal office.
- Add new vendors to accounting system and maintain W-9 files
- Issue purchase order numbers for all divisions in the agency.
- Make changes/updates to purchase orders in accounting system as requested
- Maintain records on all agency vehicles
- Maintain records on all agency buildings/keys
- Maintain files for automotive, cellular phones, credit cards & Wright Express agreements
- Maintain files for copier, fax, postage, and long distance call logs
- Receive and calculate travel and all vehicle logs for mathematical errors
- Log mileage in travel spreadsheet
- Request insurance coverage on new vehicles/buildings as needed
- File Accident/Incident Reports with Insurance Agent/Agency
- Prepare checks ready to mail
- Obtain invoice approval, Mark invoices paid, attach check stubs and file.
- Assist in maintaining record of requisitions to all employees in the agency.
- Assist in obtaining board members signatures on checks as needed.
- Prepares and make agency deposits, record in Cash Receipts Log
- Assist with distribution of keys
- Assist with Accounts Payable when needed.
- Assist with Payroll when needed.
- Assist with Accounts Receivable when needed.
- Assist CFO with any tasks needed.

Mission Statement: *“Working together with individuals, families, and communities to provide resources for a better life”*

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- Maintain confidentiality at all times.
- Perform any and all duties incidental to the position.
- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

**Supervisory Responsibilities:** This position does not have supervisory duties.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Access and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

Must have a working knowledge of the principles and practices of bookkeeping, ability to make complex tabulations and arithmetical computations with reasonable speed and accuracy, working knowledge of standard office methods and procedures, the ability to carry out both oral and written direction and attend trainings as needed.

### **Education and/or Experience:**

High School diploma or equivalent, Preferred Associate’s degree in accounting or 5 years experience. Must have valid driver’s license; clear criminal background, APS/CPS check and be bondable.

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**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**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 stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

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