



### Job Description

**Job Title:** File/Reporting 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:

- Receive and date stamp all fiscal correspondence and disseminate to all individuals within the Fiscal Office
- Assist with CFO with Budgets and enter into the accounting system
- Assist CFO with Monthly, Quarterly and Annual Reports, including USDA Reimbursement
- Enter Accounts Receivable Invoices in the accounting system
- Reconciles Bank Statements monthly
- Assist with Fixed Asset Entry
- Assist CFO with audit and monitoring preparations
- Assist in maintaining record of requisitions to all employees in the agency
- Assist in issuing purchase order numbers
- Assist with Marking Invoices Paid, attaching check stubs and filing
- Assist with distribution of keys
- Assist auditors in the performance of their duties.
- Assist with writing receipts for all incoming cash/check payments
- 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.

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

Updated on July 30, 2024

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## **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
- Teamwork
- Equality
- Respect
- Inclusiveness
- Considerate
- Innovation
- 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 West Virginia driver's license; clear criminal background and APS/CPS check must be bondable.

## **Language Skills:**

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

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**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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