

MountainHeart

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
- Enter Accounts Receivable Invoices in the accounting system
- 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.

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 timely manner; works quickly; office equipment and computer skills.
- 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.

Qualifications:

Updated August 2, 2021

ALL PERSONNEL ARE AT WILL EMPLOYEES

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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.

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.

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.

Language Skills:

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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 is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date