



Job Description

Job Title: Payroll/AR Audit 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

- Process timesheets
- Process payroll every two weeks.
- Process applicable state, federal and other taxes as required.
- Record all deposits in the system.
- Pay all online payments and give to Accounts Payable to enter into system.
- Gather Credit Card purchase information for payment
- Review AP invoices before AP Clerk enters into accounting system for payment
- Perform Random Internal Audits at least quarterly each year
- Monitor aged Accounts Receivable monthly and report results to CFO
- Check Bank Accounts for deposits/balances and report results to CFO.
- Obtain board member signatures as needed.
- Process annual Form W-2/W-3
- Assist in maintaining record of requisitions.
- Assist with writing receipts for all incoming cash/check payments
- Assist with Accounts Payable as needed.
- Assist auditors in the performance of their duties.
- Assist CFO with any tasks as needed.
- 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
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

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

Updated 7/30/2024

ALL PERSONNEL ARE AT WILL EMPLOYEES

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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
- 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, organization 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.

Employee Signature

Date

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