



Position Description

Job Title: Accounts Payable / Accounts Receivable Clerk-Bookkeeper
Department: Administrative Office
Reports To: Executive Director
FSLA Status: Non-Exempt

POSITION OVERVIEW

Assist with the financial and record-keeping for all grants received. Work closely with program staff and Board to ensure accurate financial reporting and procedural compliance on all grants, including governmental grants. Maintain QuickBooks accounting system to document payments and receivables.

- Performs various general grant administration functions such as billings, budget amendments, etc.
- Ensures accurate and timely preparation of grant billings and reports in conjunction with Treasurer and Executive Director
- Creates and maintains appropriate spreadsheets and documentation to support grant expenses.
- Ongoing monitoring of grant budgets and expenditures to ensure targets are met.
- Plan, administer and control budgets for contracts, equipment and supplies.
- Oversee clerical and administrative personnel.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Operate calculators, typewriters, and copy machines to perform calculations and produce documents.
- Receive, record, and bank cash and checks.
- Comply with federal, state, and company policies, procedures, and regulations.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Code documents according to company procedures.
- Reconcile or note and report discrepancies found in records.

Qualifications

- Two years of grant accounts payable/receivable experience in a non-profit organization.
- Knowledge of grants and grant administration systems, processes and budgeting.
- Knowledge of fund accounting to track multiple grants in a non-profit organization.
- Ability to analyze and systematically compile technical and statistical information and to prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts and administration; review the work products of others to ensure conformance to standards; communicate orally and in writing with customers, clients or the public; work effectively with a variety of staff, other governmental representatives, and the public; operate a variety of office equipment.
- Highly Proficient in Word and Excel.
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Other tasks as deemed necessary by Executive Director

ADDITIONAL INFORMATION:

- To apply send a copy of Resume to mentoringec@gmail.com with a Cover Letter requesting an interview. Please make sure that the position you are applying for is indicated in the subject line of your e-mail. If you are sending an application from a Mac computer, please make sure it is either a .doc or .rtf file.
- We will only contact candidates being considered for interviews. Your application will remain active for 60 days. No phone calls, please.