



Job Description

Job Title: Accounting Clerk – Professional Staff (Non-Exempt)

Department: Fiscal and Administrative

Location: Gainesville, FL

Salary: \$35,000 - \$40,000 plus benefits

Posting: Closes 5:00 pm on Friday, October 27, 2017; Submit resume to hr@wellflorida.org

Summary

The Accounting Clerk is a professional staff position that is responsible under the direct supervision of the Sr. Accountant, for preparation, processing and performing fiscal/accounting duties, including but not limited to, accounts payable/receivable, checks, cash receipts, contract/grant management, general ledger entries, payroll, and for performing varied administrative tasks. This position may also be assigned certain other duties supportive of the professional and administrative functions of the agency.

Knowledge, Skills and Abilities

- Knowledge of the theory, principles, practices, and methods of accounting.
- Knowledge of financial and accounting software applications.
- Skilled in the use of Excel, Word, Outlook, and other Microsoft office applications.
- Knowledge of federal and state financial regulations.
- Knowledge of basic contract management.
- Ability to work under pressure, independently and to work well with others.
- Organized and attention to detail.
- Demonstrated skill in accounting through full-time, paid work experience.

Essential Duties and Responsibilities include the following.

- Records financial transactions including accounts payable, accounts receivable, and general ledger.
- Receive invoices and encumbrances and ready them for payment.
- Verify invoices and encumbrances for accuracy and completeness.
- Review payables coding and assist with posting batches and printing checks.
- Assist in preparing, keying, and processing weekly cash receipts.
- Assist in preparing, keying, and processing monthly journal entries.
- Assist in preparing, keying, and processing bi-weekly payroll.
- Prepare and submit invoices to program funders.
- Create and update financial tracking logs.
- Provide contract management support for programs and projects as necessary.
- Provides accounts payables support to the Accounts Payable Clerk and Sr. Accountant.
- Provide administrative support during staff absences.
- Assist in yearly audit preparation.
- Perform other tasks and duties as directed by the Sr. Accountant.

Education and/or Experience

Bachelor's degree in accounting or finance and two years of relevant work experience or equivalent combination of education and experience preferred.

Will be subject to an accounting test at time of interview.