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| Job Title: | **Accounting Clerk** |
| Department: | **Administration** |
| Reports to: | **Accounting Manager** |
| Grade: | **PAP** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Diane Bucco** |
| Date: | **March 17, 2021** |
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| Purpose:  The Accounting Clerk ensures that the Business Office records are inclusive by completing assigned account payable responsibilities and maintaining the filing systems. This allows for NMCAA to be prepared for various audits and preserve the agency funding levels. | |
| Essential Functions:   * Maintain accounts payable filing system by ensuring that records are filed timely and accurately. * Complete assigned accounts payable vendor accounts. * Assures records are accurate and contain required back-up. * Responsible for timely payments. * Assist at front desk when needed. * Responsible for cash disbursement. * Performs other incidental and related duties as required and assigned. | |
| Position Objectives:   * To ensure that all work is completed accurately and in a timely manner. * To represent the agency in a professional, friendly, and caring manner. * To respond to the needs of vendors as well as co-workers. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of work produced. * Cooperation with and feedback from supervisor and co-workers. | |
| **Minimum Education:**   * High school diploma or equivalent. * Associate degree preferred. | |
| **Minimum Experience:**   * No minimum experience required. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Excellent customer service and interpersonal communication skills. * Strong organizational skills with the ability to pay attention to detail. * Ability to handle multiple tasks with multiple interruptions. * Strong listening skills with the ability to understand and carry out directions. * Accuracy and attention to fine detail are required. * Possess necessary skills and knowledge to assure accurate data and reports via computerized in-house accounting network. * Proficient in Word and Excel. | |
| **Minimum Physical Expectations:**   * Physical activity that always involves keyboarding, sitting, phone work, and filing. * Physical activity that often requires extensive time working on a computer. * Physical activity; sometimes involves lifting up to 25 lbs. and standing. * Physical activity that often requires bending, stopping, reaching, and/or twisting when filing and year-end moving of files. | |
| **Minimum Environmental Expectations:**  The Accounting Clerk position operates in a clerical, office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |