POSITION SPECIFICATION

POSITION TITLE: **Senior Account Clerk**
POSITION CLASSIFICATION: **Non-Exempt, Monday – Friday, 40 hrs/wk**
SALARY RANGE: **$15.00 – $20.00 per hour**

QUALIFICATIONS:
A.A.S. in Accounting or Business or High School Diploma and two years of directly related work experience required.

POSITION SUMMARY:
Under the supervision of the Chief Financial Officer, perform duties that support the function of the Finance Department including Payroll, Accounts Payable, and Human Resource activities. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

CRITICAL ELEMENTS:

1. Have experience with payroll, employment tax filings, and employee benefits administration.
2. Have the ability to communicate effectively.
3. Have the ability to establish and maintain effective working relationships.
4. Experience with computers, and Microsoft Office products is required.
5. Maintain confidentiality

II. DUTIES:

1. Preparation of payroll records.
2. Review general ledger accounts and reconcile them to sub-ledgers.
3. Prepare periodic fiscal and statistical records and reports and assists in the compilation of accounting data for budgetary purposes.
4. Process insurance claims for Unemployment, Worker's Compensation, Disability and Major Medical.
5. Responsible for filing Personnel files and maintaining employee health & background files.
6. Perform other related Senior Account Clerk duties as assigned by the Fiscal Officer.
7. Maintain all the procedures associated with the support of the Finance Department function.
8. Preparation of accounts payable records.
9. Verify all purchases to receivable reports, vendor invoices, and purchase orders.
10. Record Bank Transactions in the agency fiscal software daily and as they occur.

This job description is not intended to be all-inclusive The employee will perform other reasonably related business duties as assigned by the Executive Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee's Signature Date

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Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023