



TESSA JOB DESCRIPTION

JOB TITLE:	ACCOUNTING CLERK
REPORT TO:	HR/Accounting Coordinator
TIME REQUIREMENT:	20 Hours/Week (.5 FTE) Non-Exempt

SYNOPSIS: This is an accounting position responsible for grant billing preparation and compliance, provider/client billing, month end, and cash receipt processing. This position may also be asked to coordinate special projects which would include planning, development, execution, implementation, reporting and evaluation. Most work can be done remotely from home after training with minimal office visits required. Schedule can be flexible.

RESPONSIBILITIES:

Accounting

- Develop and maintain computerized accounting systems to insure accurate detail sufficient for various monthly and annual financial reports.
- Prepare and post journal entries.
- Assist with preparing financial reports.
- Assist with preparing monthly, quarterly and annual grant reports, which may include expense reporting, cash transfers, budgetary tracking, cost allocations and restrictions.
- Assist with processing invoices for payment, as needed, insuring accuracy, timely payment, authorization limits, signatures and adherence to payables policy.
- Assist with non-profit financial audits.
- Serve as a backup if other accounting staff are out of the office.
- Special projects as assigned.

Cultural Inclusivity and Client Relations

- Recognizes that we hold attitudes and beliefs that can detrimentally influence our perceptions of, and interactions with, individuals who are diverse from ourselves.
- Recognizes the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Applies the principles of multiculturalism and inclusivity in training and staff development.
- Applies culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Uses organizational change processes to support culturally informed organizational policies & procedures.
- Prevents, identifies, and removes discriminatory barriers in service provision.
- Treats clients with respect, dignity, and empathy.



Other

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Keep updated on professional development.
- Attend staff and other relevant meetings, trainings, and in-services as assigned.
- Other duties and projects as requested by supervisor or CEO.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates Degree in Accounting, Accounting Certificate or two years relevant work experience; equivalent combination of education and/or experience may be considered.
- Excellent organizational, communication (oral and written), multi-tasking, problem solving, listening and interpersonal skills.
- Displays a positive and professional attitude, works well with others, and accepts direction well.
- Attentive to detail.
- Able to work independently with minimal supervision.
- Able to work well under stressful and emotionally taxing circumstance and engage in effective self-care.
- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management. QuickBooks experience preferred.
- Possess vision and hearing sufficient to work on a computer, remotely, on the telephone and in person.
- Able to lift 50lbs, intermittently.
- Must be able to remain in a stationary position 50% of the time. Must be able to continually operate computers and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Valid driver's license and car insurance.
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Able to read, write and speak English.

To Apply Please Visit

www.TESSAcs.org/about-tessa/employment