



## Job Description

### **Job Title**

**Bookkeeper-Accounting Clerk**

### **FTE**

1.0

### **Reports To**

Finance Director

### **Position Description**

This position is responsible for maintaining one or more financial system in the accounting and payroll functions of the organization.

### **Functions**

- Accounts Receivable
  - Initiate organization invoices
  - Input all cash receivables
  - Prepare bank deposits
  - Maintain aging, follow up on delinquent accounts
  
- Accounts Payable
  - Perform all aspects of accounts payable
  - Verify proper account coding
  - Ensure documentation and approval standards are met
  - Ensure allowability criteria for specific funding source is met for each payable
  - Weekly check runs
  - Maintain vendor files
  - 1099 reporting
  
- Accounting – General
  - Assist finance director in timely month end processing and closeout
  - Develop and update procedures for responsible accounting functions
  - Understand and provide organization expertise on federal expenditures guidelines
  
- Payroll
  - Ensure accurate and timely payroll processing
  - Keep accurate and organized payroll records
  - Develop and/or update procedures for all payroll functions



- Audit
  - Prepare required work papers and requested documentation during the annual financial audit as well as any other outside financial reviews
  - Prepare payroll reports and other requested documents for annual workers compensation audit
- Other duties as assigned.

### **Qualifications**

- Education and Experience
  - An Associate degree in accounting or bookkeeping or equivalent experience is required
  - Payroll processing experience preferred
  - Experience with accounting software preferred
- Skills and Abilities
  - Commitment to accuracy and detail
  - Understanding of accounting principles and practices
  - Bilingual English/Spanish - preferred

### **Working Conditions**

- Casa de Esperanza strives for a fully inclusive work environment and expects all employees to fully accept all co-workers and clients regardless of race, age, language, country of origin, or sexual orientation.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

### **To Apply**

Send your resume and cover letter to Carol Zapfel at [czapfel@casadeesperanza.org](mailto:czapfel@casadeesperanza.org).