



# Accounting Clerk

Reports to the Finance Supervisor and is an hourly, non-exempt position. Responsible for performing general accounting clerical duties. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

## Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Maintains accounting files.
- Enters data into the computer and proofreads financial reports.
- Processes vendor invoices by comparing invoice amount with the authorized purchase order and receiving information. Prepares expenditure report. Checks invoice activity against general ledger.
- Records, classifies, and summarizes invoices, work orders, purchase orders, etc.
- Prepares and reconciles the Lunch Ticket box daily.
- Assists in assembling and compiling financial data as requested.
- Maintains center records, ledgers, and journals as necessary to determine center financial status.
- Coordinates the distribution of student allowances for living expenses and payrolls.
- Compiles and maintains records necessary to prepare payroll register and all other data affecting the payroll.
- Assists in compiling and preparing monthly financial reports.
- Assists answering phone/reception duties, if needed.
- Attends required staff training sessions.
- Cultivates and maintain a climate on center that is free of harassment, intimidation, and disrespect to provide a safe place for staff and students to work and learn.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adhere to safety practices in all areas of responsibility.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## Education and Experience Requirements:

- High School graduate or equivalent, with courses in general accounting and bookkeeping, one-year experience as a general accounting clerk.
- Prefer two or more years' experience.
- Valid driver's license in the state of employment with an acceptable driving record.

**Additional Requirements:** Ability to type accurately at a moderate speed, some bookkeeping experience. Aptitude for mathematical computation. Ability to operate a computer and proficiency in use of mathematical spreadsheets, e.g. Excel, Lotus 1-2-3. Good organizational skills. Ability to effectively relate to trainee population. Good communication skills, both oral and written. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting and occasional standing, bending, stooping, squatting, and walking. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 15% of work time outside and 85% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**