



Position Description

Position Title: Accounting Clerk	Supervisor: Accounting Manager
Department: Finance	Full- or Part-Time: Part-Time (.57 FTE)
FLSA Status: Non-Exempt	Starting Salary: Approx \$22/hr
Position Code:	Revision Date: March 2020

Position Summary
<p>The Accounting Clerk performs clerical and administrative duties along with maintaining the accuracy of financial records. They are responsible for recording and paying agency expenses, recording agency receipts and reconciling some receivable accounts, collaborating with the development office to ensure proper recording of receipts, ensuring prompt payment of invoices and developing and maintaining a comprehensive financial filing system for Administration and Finance.</p>
Essential Functions
<ul style="list-style-type: none"> • Enter accounts payable invoices on a daily basis. Prepare and process bi-weekly check run • Review invoices for appropriate expense coding, approval and fit for expense category • Research payment discrepancies with vendors and ensure timely payments for all vendors • Monitor credit card charges, refunds, returns and miscellaneous charges • Maintain orderly financial filing system • Prepare and mail 1099s • Prepare and record deposits, take to bank • Assist with bank reconciliations • Monitor debit card charges, maintain process for receipt of invoices from staff • Record payroll allocation journal entry and other journal entries as needed • Print/prepare budget versus actual reports for department heads, make corrections to ledger accounts as appropriate • Assist with other accounting projects in the office • Assist in preparation for the annual audit and is onsite during auditor's fieldwork • Assist with cost reimbursement contract funding requests • Establish and maintain relationships with office building vendors, schedules routine building maintenance
Work Hours
<p>Flexible within regular office hours of Monday through Friday, 9:00 a.m. to 5:00 p.m. Work hours to be coordinated with Finance Office staff.</p>
Hiring Requirements

Education: Associate's Degree, preferably in Accounting

Years of Experience: Two years in an accounts payable, bookkeeping or similar administrative setting

Knowledge, Skills & Abilities:

- Experience in bookkeeping, bill paying and use of accounting software
- Flexible, resourceful self-starter who can work independently and seeks out all information needed to accomplish tasks
- Excellent communication and administrative skills
- Exceptional organizational and time management skills
- Ability to meet deadlines
- Ability to operate calculator, adding machine, and various office equipment
- Ability to enter and retrieve information from computers
- Ability to lift boxes containing files and log books weighing 20 lbs
- Ideal candidate has familiarity with a nonprofit administration and/or accounting

Tools & Technology Requirements: Strong knowledge of Microsoft Office, experience in accounting software, preferably fund accounting

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families.
We engage our community.
We advocate for systemic change.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.

Benefits
Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We are advocates for self-care and work-life balance, and our compensation package reflects this. Full-time employees receive 15 days of accrued vacation for the first year, and 20 days in the second year of employment. We additionally provide three personal days, and ample holiday and sick time. Benefits are consistent with Safe Passage’s personnel policies and relevant state and federal laws.
Application Instructions
Apply: Send cover letter and resume to spjobs@safepass.org with the subject line “Accounting Clerk.” Applications will be considered on a rolling basis.

Estimate of Physical, Environmental and Cognitive Requirements				
Physical / Environmental Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.	X			
Lifting over 40 lbs.	X			
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Orders	X			
Exposure to Heat / Cold Temps	X			
Working Inside and Outside	X			
Climbing Stairs	X			
Sedentary Work				X
Typing / Data Entry/ Computer				X
Stooping		X		
Driving	X			
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck		X		
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands		X		
Fine manipulation 1 hand			X	
Fine manipulation both hands		X		
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Hearing			X	
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more		X		

Acuity, Near – Clarity of vision at 20 inches or less				X
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.		X		

Physical / Environmental Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.				X
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.			X	
Color Vision – Ability to identify and distinguish colors.		X		
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral			X	
Communication Written		X		
Mechanical Concepts	X			
Interpreting Skills	X			
Implementing		X		
Evaluating			X	
Organizing				X
Consulting			X	
Analyzing				X
Presenting		X		
Supervising	X			
Ability to Deal With:				
• Stressful situations			X	
• Trauma, grief, death	X			
• Public Contact			X	
Decision Making		X		
Work with Others			X	
Work Alone			X	
Concentration				X
Comprehend and follow instructions				X
Relate to Others			X	
Influence Others		X		
Perform complex or varied tasks			X	