



Phone: (513) 569-1840 * Fax: (513) 569-4354 * Website: www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Accounting Clerk	FLSA Status:	Non-Exempt
Division:	Finance	Pay Grade:	6
Work Hours:	8:00 a.m. – 5:00 p.m., Mon-Fri, 80 bi-weekly	Revision Date:	September 2014

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

Responsible for daily and monthly accounting functions to support the operations of the finance department. Maintains the Agency's various inventories and assists the Purchasing Manager with the Agency's records management system. Carries out duties in accordance with Head Start performance standards and in compliance with all applicable federal, state, and local laws and regulations and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Review, prepare and maintain travel advances and expense reports.
2. Prepare bank deposits for all cash receipts.
3. Pre-audits the Head Start in-kind and prepares the in-kind journal entries.
4. Prepares bank reconciliations as assigned.
5. Assists the Senior Accountant as needed.
6. Prepares assigned monthly agency bills.
7. Prepare County voucher revenue for recording.
8. Maintains the Agency's Capital Property Inventory records and perform bi-annual physical inventory.
9. Maintains complete records of supporting documentation for yearly capital property purchases and disposals.
10. Maintains the programmatic inventories for CSBG and HEAP and performs an annual physical inventory of the programmatic inventories for CSBG and HEAP, and any other inventories that are required.
11. Track current status of Agency contracts to determine whether payment of invoices against them is appropriate given termination dates and "Not to Exceed" dollar amounts.
12. Maintain all Agency copier supplies, maintain copiers, "read" copy counters monthly and complete all necessary spreadsheets related to accounting for the copiers.
13. Ensure that there is adequate postage in the postage machine and maintain ample supplies for it. Process monthly postage readings, re-order and pay for postage ordered as needed. When needed, hand delivers Finance mail to the post office.
14. Maintain the Finance Department's listing of financial records.
15. Runs weekly accounts payable checks for CAA, GCMI and the Foundation.
16. Serves as backup to CAA accounts payable.
17. Assist the Purchasing Manager as needed.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.



QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. Hold an Associate Degree in Accounting, Finance or related field.
2. Have three (3) to (5) years of work experience in an accounting/finance services environment
3. Possess good interpersonal as well as verbal and written communication skills.
4. Have a reliable vehicle and willingness to use it for company business as necessary, hold a valid driver's license and provide proof of auto insurance.
5. Be proficient in Microsoft Office applications (must be completely competent and be able to work independently and creatively in Microsoft Excel), and ten-key skills and be able to accurately process a large volume of work.
6. Be able to multi-task, prioritize duties, follow directions and meet deadlines independently.
7. Exhibit professional and responsible conduct on the job at all times. Attention to detail and job focus is critical.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

PHYSICAL DEMANDS:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Lift and move objects weighing up to 45 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Assistant Finance Director

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.