Position Description

POSITION TITLE: Accounting Clerk

PAY RANGE/GRADE: Commensurate with experience/ Grade 4

ESSENTIAL FUNCTIONS: The Accounting Clerk performs various accounting functions associated with Bickerdike in accordance with generally accepted accounting principles and within the organization's policies and procedures. The Accounting Clerk is responsible for all monies as related to this position. In all instances, the Accounting Clerk must perform in accordance with and be committed to the Bickerdike mission.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, lift and or move up to 10 pounds.

RESPONSIBILITIES

1. Assist in all accounts receivable/payable functions assigned, including, but not limited to: processing invoices for payment, recording deposits and cash disbursements, checking and verifying bank deposits and making deposits into accounts, as assigned.
2. Responsible for opening all mail received in the accounting department; stamped and sorted by project/property
3. Prepare completed checks for mailing out to vendors.
4. Assist in preparation of accurate cash flow statements on a weekly basis or more frequently as required.
5. Request, coordinate and maintain W9’s for all subcontractors and vendors and ensure they are accurately filed.
6. Verify that all paperwork in accordance with maintenance procurement for subcontractors and vendors has been requested and filed in the maintenance department.
7. Assist in coordinating the receipt of all company invoices to ensure they are received promptly and completed in a timely manner, including year-end closing.
8. Maintain all files in the accounting department in accordance with the established department filing system for the accurate filing of all information including but not limited to: invoices, reports, receipts, etc.
9. Work in conjunction with members of the accounting department to assist with the development and maintenance of the Accounting Procedures Manual.
10. Cross-train in all relevant functions and positions in the accounting department and perform duties for these positions as assigned.
11. Perform other relevant tasks as assigned.

QUALIFICATIONS: Minimum of 2 years related work experience. High school diploma or equivalent and at least 2 years of college courses with an emphasis in accounting. Must be proficient in Microsoft office and have experience with accounting software. Must possess good communication and organizational skills. Access to a car, valid driver’s license and proof of insurance required for occasional field work.

REPORTING RELATIONS: Under the direct supervision of the Accounting Director. In the absence of this supervisor, shall report to the Chief Financial Officer.

POSITION CLASSIFICATION: Non-Exempt

Bickerdike is an Equal Opportunity Employer
Drug Free Workplace

A non-profit organization serving the community development of West Town, Humboldt Park, Logan Square, Hermosa and Avondale since 1967.