



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Accounting Clerk I

POSITION LOCATION: Albion Main Office

PAY/HOURS: \$16.00-\$18.00/hour based on experience

Full time, 40 hours per week

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY

Note: Internal Candidates may respond with a letter of interest and resume.

MAJOR RESPONSIBILITIES

- To assist the Fiscal Department in the accounting and related recordkeeping of the agency. Includes processing accounts payable, accounts receivable, and/or payroll and their associated records. Corresponds with vendors and customers via mail or telephone. Assists in preparing financial statements and reports.
- Accounts Payable/Cash Disbursements
- Enter payables into accounting software, checking for duplication, errors, & verifying proper allocation.
- Ensure all payables have appropriate signatures & authorization.
- Match invoices to vendor statements; may include working with vendors to reconcile vendor accounts.
- Monitor payment timing to optimize cash flow, avoid finance charges, & to take advantage of discount terms offered.
- Match checks with invoices & statements for signatures. Secure signers for checks. Assemble checks & remittances for mailing. File all check stubs & invoices in payables files.
- Must become knowledgeable in the use of the agency accounting software package and General Ledger account structure.
- Cross train on other fiscal staff tasks & provide backfill support as needed, such as: insurance records, staff mileage worksheet, inventory usage & weatherization inventory input, etc.
- Conduct monthly internal audit review of financial journal entries, verifying documentation & performing account reconciliations.
- Provide clerical support for the Fiscal staff, as needed.
- Control record retention compliance and maintain orderly filing systems.
- Responsible for data entry, drafting correspondence, filing, handling faxes, & other administrative duties as assigned by supervisor.
- Direct staff on use & perform light maintenance on office equipment such as: clearing jams & changing toner on copier, maintaining postage meter, & scheduling service as needed.
- Will be able to work on occasion, outside the normal hours of this position (ex. nights &/or weekends) in order to meet emergency needs, process timely paperwork or meet deadlines.
- Perform other duties as may be required, or as directed by your supervisor.

REQUIRED MINIMUM QUALIFICATIONS

- High School Diploma (or equivalent) and a minimum of 2 years' experience working in an administrative position. Accounting coursework and/or work experience is highly desirable. An AAS/BS in Business or Finance is desirable.
- Possess knowledge in computer operating systems and Microsoft application software (Windows- Excel, Word, Publisher and Power Point). Accounting software package experience and Excel proficiency at intermediate level or above is recommended.
- Possesses a valid driver's license and an acceptable driving record.
- Must meet insurance company requirement for (crime/theft) insurance.
- Must be highly competent in performing mathematical computations and have strong attention to detail.
- Must be able to work independently and prioritize multiple tasks.
- COVID Vaccination Required per agency policy