

Head Start Child & Family Development Centers, Inc.
Job Description

Title: Account Clerk
Class: HS-2
Supervisor: Finance Director
Office Location: La Crosse

Revised: 12/06

Job Summary:

The employee in this position provides support to the agency's financial department. This person is responsible for performing financial and administrative record-keeping and reporting tasks under the direct supervision of the Finance Director. Responsibilities are varied and include preparing accounts payable, assistance with payroll, public contact; knowledge of office machines in addition to typing and related clerical services. This individual must have the ability to establish and maintain effective working relationships with management staff, vendors, and to a limited extent, representatives of the agency funding sources.

Job Responsibilities:

- Provides Finance Director with clerical assistance relating to payment vouchers and payroll;
- Records and maintains center supply inventory in conjunction with Secretary;
- Maintains good working relationship with vendors
- Records and maintains purchase order log and pending invoice file;
- Compares purchase orders to invoices;
- Prepares check authorization voucher with attached back-up for entry into Peach Tree computerized accounting Accounts Payable;
- Reviews pending purchase order file daily;
- Prepares 3 part checks on Peach Tree computerized Accounts Payable accounting system;
- Reconciles bank statements monthly;
- Notifies Finance Director of outstanding checks over 30 days;
- Assist Finance Director in processing payroll with the on-line computerized Automatic Data;
- Processing (ADP) payroll system, including entire process when Finance Director is absent;
- Completes processing for month-end on computerized Peach Tree accounting system as per Financial Procedures Manual;
- Assists Finance Director with filing of all check back-ups and bank statements for auditing purposes; and
- Performs other duties as assigned.

Supervisory Functions: None

Qualifications:

- High School diploma or GED equivalent, preferably supplemented with business school or college course work in accounting;
- Minimum of two years office experience;
- Knowledge of accounting procedures and practices, office terminology and procedures, business math, and English;
- Experience in complex accounting functions;
- Ability to follow oral and written instructions;
- Demonstrated computer literacy in email and word processing applications;
- Good judgment, discretion, integrity; and
- Possess a valid driver's license and access to an insured motor vehicle.
- Ability to pass criminal background check.

*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

*Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.