

Job Description

Job Title: Accounting Clerk
Department: Management & Administration
Job Code: Employee
Job Status: Part-Time (16-20 hrs/wk)
Revision Date: April 19, 2018

Essential Duties

The Accounting Clerk works directly with the Accountant and Business Director to ensure that revenue and expenses are properly recorded in the financial system.

Tasks and Responsibilities

The primary purpose of the Accounting Clerk is to record all sales receipts and invoices into QuickBooks

- Prepare daily spreadsheets for sales receipts
- Enter daily sales receipts into QuickBooks
- Prepare bank deposits for daily sales receipts
- Enter vendor invoices into QuickBooks
- Prepare checks for vendor payments
- File vendor payments and/or invoices

Qualifications

EDUCATION AND EXPERIENCE:

- High school diploma or GED
- Minimum of 2 years' Accounting experience
- Basic knowledge of QuickBooks

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Ability to multi-task, prioritize, and adhere to deadlines.
- Familiarity with QuickBooks A/P and A/R modules.
- Proficiency with Excel and MS Word
- Ability to operate standard office equipment.
- Ability to be vaccinated with pre-exposure rabies.
- Ability to lift up to 50 pounds, work with or within proximity of all species of animals, and have the physical ability to maintain balance, stoop, crouch, and reach over your head.

Leadership Responsibilities

- Communicates in an effective and professional manner with HSWC management and staff.
- Follows all written and verbally communicated HSWC policies and standard operating procedures.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, traffic hazards, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Sitting or standing for 8 – 10 hours per day. Computer usage.

Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.