



## Lost-N-Found Youth Job Description

<b>Job title: Accounting Clerk</b>	
<b>Work Location: 2585 Chantilly Dr NE</b>	
<b>Division/Department: Operations-Admin</b>	
<b>Reports to: Deputy Director for Operations</b>	
<input checked="" type="checkbox"/> <b>Full-time</b>	<input type="checkbox"/> <b>Exempt</b>
<input type="checkbox"/> <b>Part-time</b>	<input checked="" type="checkbox"/> <b>Nonexempt</b>
<b>Essential Duties and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Process accounts payable including tracking expenditures for budgets</li> <li>• Maintains records of expenditures for assigned grants and contracts</li> <li>• Assists with accounts receivables including tracking payments due, preparing invoices and documenting payments</li> <li>• Reviews all invoices for appropriate documentation and approval prior to payment</li> <li>• Enters bills and vendor invoices into Accounts Payable System to obtain approval and process for payment</li> <li>• Coordinates all purchasing and procurement for all 5 sites</li> <li>• Prints and obtains signatures on all accounts payable live checks</li> <li>• Distributes live checks as required</li> <li>• Answers vendor inquiries</li> <li>• Maintains all accounts payable reports, spreadsheets, and corporate accounts payable files</li> <li>• Assists Deputy Director for Operations and Treasurer as necessary</li> <li>• Prepares cleared checks for storage</li> <li>• Maintains and balances petty cash</li> <li>• Assists with monthly closings</li> <li>• Performs Filing and copying</li> <li>• Maintains assigned filing systems</li> <li>• Assists with accounts receivable as needed (Invoices, Data entry, etc)</li> <li>• Assist with special projects, staff training and other general office tasks</li> </ul>	
<b>Required Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Associates degree, or higher, in accounting, business, public administration or related</li> <li>• Ability to behave ethically and maintain the strictest professionalism and confidentiality</li> <li>• Knowledge of financial management standards and best practices</li> <li>• Ability to type 50 WPM</li> </ul>	
<b>Desired Qualifications:</b>	
<ul style="list-style-type: none"> <li>• Excellent organizational skills</li> <li>• Time management Skill</li> <li>• Strong attention to detail</li> <li>• Ability to manage complex task and competing priorities efficiently to create high quality work products</li> <li>• Excellent oral and written communication</li> <li>• Excellent customer service skills</li> <li>• Ability to work well independently and as part of a team</li> <li>• Highly analytic thinker</li> </ul>	
<p><b><i>Lost n Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expression national origin, age, disability or genetics. In addition to federal law requirements. Lost n Found Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</i></b></p>	

**Print Employee Name:**

**Employee signature:**

**Date:**