

## Community Action of Southeast Iowa Job Description

**Job Title:** Accounting Clerk / Receptionist  
**Program:** Administration  
**Reports to:** Finance Director / Office Manager

**Summary:** Fiscal duties will consist of preparing monthly budget and billing reports, preparing and entering journal entries regularly using accounting software, assisting with Agency inventory, reconciling general ledger funds, assisting with required audit preparation and program monitoring reviews, and other tasks as needed. Receptionist duties will consist of welcoming visitors at the front desk, and providing direction as needed. Operate a multi-line telephone system and direct callers to appropriate personnel and performs secretarial duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed.

1. Maintain confidentiality.
2. Provide coverage as the receptionist and additional time as requested.
3. Prepare journal entries and reconcile general ledger accounts.
4. Prepare assigned budget reports for management and the Board of Directors.
5. Assist with tracking Agency inventory.
6. Prepare required billings and compile reports for funding sources.
7. Assist with annual audit preparation and periodic program monitoring reviews.
8. Assist with other Fiscal tasks as needed from Program demands or the Finance Director.
9. Follow accounting standards and procedures to ensure uniform accounting practices, internal controls, and compliance with federal, state, and local regulations.
10. Assist with filing and maintaining storage areas.
11. Design and maintain spreadsheets using Excel.
12. Prepare general business correspondence as needed.
13. Provide support to the Office manager and Administrative team.
14. Retrieve messages from voice mail and forward them to appropriate personnel.
15. Answer incoming telephone calls on a multi-line phone system; determine the purpose(s) of callers, and forward calls to appropriate personnel or department, take and deliver messages.
16. Answer questions about the Agency and provide visitors and callers with addresses, directions, employment applications, and other information as requested.
17. Welcome on-site visitors, determine the nature of business, and announce visitors to appropriate personnel.
18. Stamp outgoing mail and record program postage charges. Receive, sort, and route incoming mail; maintain and route publications as appropriate. Track monthly postage reports in Excel.
19. Maintain fax machine; assist users of a fax machine; send faxes; retrieve and route incoming faxes as needed.
20. Create memos, correspondence, reports, and other documents as necessary using the computer.
21. Perform clerical duties such as filing, photocopying, printing, collating, shredding, and word processing.
22. Maintain site security, including monitoring security cameras and locking doors at the end of the work day.
23. Assist the office team in keeping common areas supplied, clean, and orderly.
24. Model professional behavior and dress code.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Associate's degree (A.A.) in Accounting or Business, or equivalent degree from a two-year college or technical school or two years experience in a business environment including Accounting and General Ledger work experience.

**COMPUTER SKILLS:** Must have experience in using a computerized accounting system. Must be very proficient in Excel, and ability to create, maintain, and use spreadsheets. You must also be familiar with Word and Access.

**LANGUAGE SKILLS:** Ability to read and interpret financial reports and procedure manuals. Ability to effectively present information and respond to questions from the management team, employees, and vendors. Understand General Ledger knowledge including Debits and Credits. Ability to speak effectively and clearly to clients and employees of organization. Ability to relate positively with the public and diverse populations. Must have a pleasant speaking voice and use proper grammar.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and area. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Be able to understand and balance funds.

**REASONING ABILITY:** Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** 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 individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must be able to regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. Specific hearing abilities required are good hearing to enable answering of phone with noise in the background. Also, must speak clearly with a pleasant speaking voice.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

Revised: 09/2015, 09/2021 04/2024 Approved by: Sheri Wilson, Executive Director Date: 4/30/24

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_