

Opportunities for Chenango, Inc. Position Available

Accounting Clerk – OFC Central Office, 35 hours per week at \$13 per hour.

Requirements: High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience. Knowledge of related computer applications basic bookkeeping procedures preferred. Typing or keyboarding experience required.

Application and/or letter of intent will be accepted until 12/10/18.

Please send Resume and Cover Letter:
Opportunities for Chenango, Inc.
44W. Main St
Norwich, NY 13815
C/O Robin Tuttle
Fax: 607-336-4305

Equal Opportunity Employer, Drug Free Environment

Opportunities for Chenango Job Description

Job Title: Accounting Clerk
Department: Fiscal
Reports To: Fiscal Director
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 7/11/18
Approved By:
Approved Date:

Summary

Responsible for providing accounting and clerical support to the Fiscal department personnel. Maintains accounting document files, including daily work and accounts payable. Prints accounts payable checks and inserts them into envelopes for mailing. Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties. May work as an alternate to the Administrative Assistant, in answering phones, greeting clients, and opening mail.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assumes responsibility for performing assigned accounting and related clerical support functions including covering the front desk when necessary.

Maintains files, including filing of accounts payable documentation, and other miscellaneous filings.

Prepares requisitions for office, computer, and routine supply purchases.

Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.

Assumes responsibility for established and maintaining effective communication and coordination with company personnel and management.

Maintains regular contact with other departments to obtain and convey information and/or correct transactions

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Verifies and posts details of business transactions, funds disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Audits invoices against purchase orders and researches discrepancies.

Investigates problems that vendors or purchasing agents have with obtaining payment for bills.

Records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.

Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.

Extracts general ledger information.

Compiles cost reports and rent listings.

Monitors accounts payable and receivable to ensure that payments are up to date.

Verifies allocations are current.

Records In-Kind.

Prepares bills for services.

Reconciles report discrepancies and problems.

Codes data for input to financial data processing system according to company procedures.

Answers telephone as needed.

Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

Attend Board of Director's meetings and take notes when needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Prepares and supports those affected by change.

Leadership - Exhibits confidence in self and others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential 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 the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience. Knowledge of related computer applications. Familiar with basic bookkeeping procedures. Typing or keyboarding experience required.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software - Quick books; Database software; Inventory software; Order processing systems; Spreadsheet software - Microsoft Excel; Word Processing software - Microsoft Word; and Microsoft Outlook.

Certificates, Licenses, Registrations

Valid NYS Driver's License and insurance card.

Other Skills and Abilities

Good typing skills
Well Organized
Attention to detail and accuracy
Cooperative and willing to assist others
Able to use computer applications, adding machine, and telephone
Ability to multi-task

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 the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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 the essential functions.

The noise level in the work environment is usually moderate.

Supplementary Information

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instruction or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible

modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The document does not create an employment contract, implied or otherwise, other than "at will" relationship.

Employee Signature

Date