

WESTERN MAINE COMMUNITY ACTION

JOB DESCRIPTION

CODE N2

**Job Title:** Accounting Clerk  
**Reports to:** Director of Finance and Administration

**Prepared By:** Anna Frechette  
**Date Updated:** February 2018

**JOB SUMMARY:**

Responsible for: importing and inputting financial data in a timely manner; ensuring daily receipts are logged, secure and deposited to bank; timely and accurate filing of fiscal documents; purchase and track all office supplies for agency; oversight of annual document retention process; security of and bi-weekly processing of Accounts Payable checks.

**EDUCATION, TRAINING, AND EXPERIENCE: Certification or license required.**

Associates Degree in Administrative Assistance or Accounting preferred, or a four-year combination of education and directly related experience required. Excellent keyboarding skills. Proficient use of the following technologies: pc, web, laptop, copiers, scanners, printers, phones, MS Office Word, Excel, Outlook, adding machine. Ability to work well with people in a fast-paced environment. Be deadline driven with high attention to detail and accuracy required. Great work ethic, professionalism and excellent verbal and written communication required. Possess basic knowledge of accounting processes from purchase/billing through general ledger posting and financial statement preparation.

**SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:**

Must have strong organizational skills and self-motivated to insure accuracy of performance such as proofing all inputting, and seeking advice as appropriate and needed. Ability to work independently and interdependently with coworkers, a great team player. Must be able to work within deadlines on a variety of tasks, be organized, flexible, and timely. Competence with computer, calculator, copier, and other office equipment required.

**CONTACTS:**

**Internal:** All agency and program staff.

**External:** All agency customers, auditors, vendors and staff.

**SPECIAL PHYSICAL DEMANDS:**

Primarily an office job with intermittent walking, sitting and standing. May need to lift up to 20 pounds on a periodic basis.

**WORKING CONDITIONS:**

Valid Driver's license, reliable vehicle, some travel

**SUPERVISORY RESPONSIBILITIES:**

None

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Basis for Essential Functions:

- (1) Failure to perform this function may have serious consequences.
- (2) The performance of this function is the reason that the job exists.
- (3) There are limited employees among whom the performance of this function can be distributed.
- (4) This function is highly specialized. Employees are hired for their ability to perform this function.
- (5) This function occupies a great deal of the employee's time.

**TASKS, DUTIES, AND RESPONSIBILITIES:** (Start each duty with a verb) (Identify each task, duty or responsibility considered an essential function with the corresponding reason number)

Imports, scans and inputs financial information into computer as needed by department. Follows up with Fiscal staff and supervisor to resolve issues. Familiarizes with agency contracts and charts of accounts, alerting fiscal staff or supervisor of potential coding and date errors.

Files vouchers, reports, and other information for the fiscal department as needed

May be asked to process Accounts Payable. Works with AP consultant as may be needed to assure vendor payments are made in a timely manner. Prints and processes system checks to vendors through to mailing and filing.

Prepares daily deposits for all accounts and ensures daily bank deposits are made

Orders supplies for the agency based on a prescribed process. Completes orders in a timely and efficient manner. Works with Program staff to insure accuracy and completeness of orders placed. Maintains an inventory of supplies, replenishing bulk items as needed. Seeks lowest cost, high quality suppliers on a continual basis.

Assists in year-end audits, and program monitoring.

Assures security of checks, receipts, supplies, deliveries and confidential documents.

Acts as back up to another position as may be assigned during vacations and sick days.

Attends administration, Agency and program meetings and trainings as may be required for the position.

Participates in Agency committees as may be required.

Maintains a high level of confidentiality at all times.

Maintains a professional attitude and appearance at all times or as the job function or supervisor may require.

- 1] Enhances organizational image by branding WMCA , dressing professionally including nametag and maintaining a general knowledge of the agency and its services.
- [1] Fosters community relations by engaging in various activities as a representative of WMCA. Activity could be inclusive of sharing information, participating in and/or sponsoring an event, volunteering time in leadership positions in the community, giving facility tours and upon request of the agency director, explain WMCA's position on or actions related to a particular issue.
- [1] Assist with media relations by being alert to the possibilities to share information and bring those ideas forward and/or, if assigned, create the media report.
- [1] Support special events as required by sharing ideas, completing tasks that have been assigned to you and/or attending the event.

Performs other duties of a similar nature or as may be assigned.

Accounting and payroll clerk

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