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## JOB POSTING

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<b>POSTING DATE:</b>	<b>SEPTEMBER 19, 2018</b>	<b>POSITION:</b>	<b>ACCOUNTING CLERK</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>	<b>STATUS:</b>	<b>PART TIME (15-25 hrs/week)</b>
<b>REQUIRED EXPERIENCE:</b>	<b>1-2 YEARS</b>	<b>BASE:</b>	<b>DOE, NON-EXEMPT</b>
<b>REQUIRED EDUCATION: High school diploma/GED, and/or pursuit of college degree in accounting/finance, or equivalent experience</b>			

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### JOB DESCRIPTION

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REPORTS DIRECTLY TO SENIOR STAFF ACCOUNTANT

### RESPONSIBILITIES:

- Assist accounting department with Accounts Payable and Accounts Receivable functions
- Use computerized accounting system and spreadsheets in all accounting procedures
- Prepare and process accounts payable checks, electronic transfers, and ACH payments on a weekly basis
- Record and process all invoices in a timely manner and resolve invoice discrepancies
- Research and monitor accounts to ensure payments are up to date
- Scan in payment and deposit records to digital files
- Codes documents according to company procedures and works with staff accountant in review of accounts payable coding and allocation entries
- May correspond with vendors and respond to inquiries
- Assists with monthly and end of year closing activities including reconciliations, posting journal entries, salary and benefit accrual reports, among others
- Accurately records financial data from other parties in current accounting software using spreadsheets, journals, and ledgers
- Other accounting functions may include: recording of daily deposits, cash receipts, filing, research, and special projects
- Assist with preparation of audit schedules and document gathering
- May assist with other office administrative tasks
- Actively supports associate staff and volunteers and promotes the development of skills related to the advancement of our goals and mission.
- Represents the SAHS in a professional and courteous manner at all times.
- Provides quality service to customers, volunteers, and staff recognizing their individual contributions to the success of our organization.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, and Integrity
- Perform other duties and special tasks as assigned

### KNOWLEDGE AND SKILLS REQUIRED:

- Excellent mathematical skills and attention to detail
  - Interpersonal skills – the individual maintains a high level of confidentiality, remains open to others' ideas, and exhibits willingness to try new things
  - Planning/organizing – the individual demonstrates ability to plan, organize and work with minimal supervision
  - Demonstrates ability to communicate effectively orally and in writing
  - Quality control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality
  - Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance
  - Adaptability – the individual adapts to changes in the work environment, manages competing demands, and is
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- able to deal with frequent changes, delays, or unexpected events
- Computer proficient utilizing Microsoft Office (Word, Excel spreadsheets, etc.)

**WORK ENVIRONMENT:**

- Potential for exposure to zoonotic diseases
- Exposed to high noise levels, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life

**ADDITIONAL SKILLS:**

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
  - Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules. Must be willing to report safety violations or potential safety violations to appropriate supervisory or management personnel.
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