



JOB DESCRIPTION

Job Title: Accounting Administrator		Effective date: 04/01/2021
Supervisor: CFO		Revision date:
Job Code: Pending	FLSA: Pending	Department Code: Central Office

SUMMARY/GENERAL ACCOUNTABILITY

Accounting Administrator will primarily perform A/P duties, in addition to clerical P/R tasks, to ensure that the organization's vendor invoices, and payroll changes are processed timely. Will be responsible for various Excel spreadsheets and grant binders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive, sort, open and distribute incoming mail and process outgoing mail.
- Enter new vendors into system. Obtain appropriate documentation.
- Collect, Gather, Organize, Code, and enter A/P Invoices and debt card receipts into QuickBooks Enterprise.
- Process printed A/P checks for signature.
- Process signed A/P checks for mailout.
- Scan checks received into bank account – send bank report to various people for entry into Database & QuickBooks Enterprise.
- Update Following Spreadsheets for entry into QuickBooks Enterprise.
 - Petty cash
 - Gift cards
 - Insurance Benefits Reconciliation
- Responsible for obtaining and entering new hire documents, PCN's for current employees, insurance deductions, changes in bank accounts, and RTO's,
- Verify insurance benefits enrollments, cancellation, and workers compensation claims. Update insurance spreadsheet monthly.
- Keep grant binders up to date with necessary information.
- Other related duties as assigned.

DIRECT REPORTING RELATIONSHIPS

- None

QUALIFICATIONS

	EDUCATION	EXPERIENCE
Required	<ul style="list-style-type: none"> • High School Diploma or G.E.D. Certification 	<ul style="list-style-type: none"> • 10+ Years in Accounting Position • 5+ Years' Experience MS Excel
Ideal	<ul style="list-style-type: none"> • Bachelor's Degree in Accounting, Business Management or Related Field 	<ul style="list-style-type: none"> • 10+ Years in Accounting performing Exempt Status duties • 3+ Year in Nonprofit Industry • 5+ Years' Experience with MS Excel and QuickBooks

CERTIFICATIONS/LICENSES/REGISTRATIONS



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General	<ul style="list-style-type: none"> Valid State Drivers License, good driving record, ability to provide own transportation and proof of current automobile insurance.
Professional	<ul style="list-style-type: none"> None

PHYSICAL/MENTAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> Body mobility to stoop, kneel, bend, reach and walk (roll) short distances in order to operate equipment. Must be able to lift up to 15 pounds or more with assistance
Visual and Cognitive Demands	<ul style="list-style-type: none"> Must be able to communicate both verbally and in writing. Must be able to give and receive verbal and written instructions (with or without hearing aids). Must have fine vision, sustained vision, and peripheral vision (with or without glasses)
Environmental Demands	<ul style="list-style-type: none"> Environment requires dexterity to remain calm and adapt to rapid changes in tasks and responsibilities of moderate complexity.
Work Environment	<ul style="list-style-type: none"> Office settings with varying degrees of background noise. Light and ventilation are found in a typical office setting. Smoke-Free.
Possible hazards	<ul style="list-style-type: none"> Possibility of exposure to blood borne pathogens exists if universal precautions are not followed. (Hepatitis B inoculation available per request) Possible injury when lifting or moving if employee fails to use proper body mechanics.

SIGNATURE STATEMENT: I understand my essential duties and responsibilities.

Supervisor Approval:	Date:
Employee Signature:	Date:

ceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. SJRC Texas Belong reserves the right to revise or change job duties, qualifications and standards as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.