

YWCA Oahu

Job Title: Accounting Clerk

FLSA Status: Non-exempt

Department: Accounting

Reports To: Accounting Manager

Job Summary

Provide bookkeeping and related services. Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Essential Duties

- Operate computers programmed with accounting software to record, store, and analyze information. Ensure that all accounts payable transactions are recorded accurately and in a timely manner. Produce A/P aging schedule and prepares checks for signature according to an established schedule.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes and allocations.
- Receive, record, and bank cash, checks, and vouchers. Post payment receipts into accounting system daily. Verify end of shift reports and check for accuracy. Verify daily credit card merchant statements with sales.
- Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Update daily cash flow spreadsheet with cash inflow and outflow.
- Classify, record, and summarize numerical and financial data to compile and keep financial records. Maintenance and organize financial documents such as AP invoices, AP receipts, copy of payments, A/R invoices, and contract documents.
- Assists Bookkeeper and Director of Finance to compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

Secondary Duties

- Prepare and submit monthly health & wellness reports to American Specialty.
- Copy and distribute payments received from Member Services or Fund Development for posting.
- Operate 10-key calculators and copy machines to perform calculations and produce documents.
- Maintain inventory records.
- Comply with federal, state, and company policies, procedures, and regulations.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires an Associate's degree (or other 2-year degree) and 2 years to 3 years of previous experience.

Behavioral Characteristics

- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Integrity -- Job requires being honest and ethical.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Independence -- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Reasoning Ability

- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.

- Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.

Mathematical Skills

- Basic skills -- Ability to add, subtract, multiply and divide in all units of measure, to calculate rate, ratio and percentage and to draw and interpret bar graphs.

Computer Skills

- Accounting or bookkeeping software
- Spreadsheet software
- Word processing software

Tools & Technology

- Calculators or accessories. Example: 10-key calculators
- Desktop computers. Example: Desktop computers
- Scanners. Example: Image scanners