



## Job Description

**JOB TITLE:** Clerk-Accounting  
**REPORTS TO:** Chief Financial Officer  
**HOURS/STATUS:** Part Time/Non-Exempt  
**SALARY RANGE:** \$20-\$30 Hourly

### **JOB SUMMARY**

Under direction of CFO, responsible for processing and monitoring invoices and vouchers, processing and monitoring accounts payable, purchasing, processing and monitoring accounts receivable and maintaining records in areas worked.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process accounts payable, including account distribution, invoice/purchase order matching, posting to the ledger and reconciling the credit card accounts.
- Process customer invoices, including posting of invoices and subsequent cash receipts to support records, preparing monthly journal entry, and reconciling the account.
- Collect revenue by reminding customers about delinquent accounts and insufficient payments.
- Maintain accounting records and files related to the areas of responsibility.
- Provide back-up as necessary to others in the business office.
- Other duties as assigned

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have the ability to demonstrate and provide examples of continuous personal development and improvement. Analytical skills and the ability to work independently, as well as with others. Ability to interact with the public and Agency employees in a professional, responsive, and confidential manner. Proven knowledge of spreadsheet and word processing software. Must be computer literate; communicate respectfully, openly, honestly and directly.

### **EDUCATION AND/OR EXPERIENCE**

Minimum of a two-year college degree in accounting or commensurate experience

### **EQUAL OPPORTUNITY EMPLOYER**

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Please apply to: [employment@holychildhood.org](mailto:employment@holychildhood.org)