



***FiftyForward***  
**ACCOUNTING CLERK, PART-TIME**

**BASIC FUNCTION:** The FiftyForward Accounting Clerk is an important role that completes payments and controls expenses by receiving, processing, verifying and reconciling invoices. This position will also work closely with Human Resources in the preparation and processing of the organization's semi-monthly payroll and related tax filings.

**SALARY:** \$12 - \$18 an hour depending on education and experience.

**WORK HOURS:** Monday - Friday; part-time; four consecutive hours per day; actual hours are flexible between 8 a.m. - 5 p.m. Additional hours may be required on occasion.

**CORE RESPONSIBILITIES**

- Process all accounts payable transactions and ensure transactions are paid accurately and on time in accordance with organization policies and procedures including correct General Ledger coding.
- Timely and accurate data entry of all bills and credits in the MIP accounting system based on correct timing, classifications and amounts.
- Provide internal and external customer service.
- Process payroll semi-monthly.
- Work closely with the Human Resources Director to verify payroll is accurate and processed before the deadlines.
- Assist in monthly closing process.
- Reconcile vendor statements, research and correct discrepancies. Respond to all vendor inquiries.
- Maintain files and documentation thoroughly and accurately in accordance with records retention policies and procedures. Maintain all applicable accounts payable reports and spreadsheets.
- Maintain vendor records in the MIP accounting system.
- Generate monthly sales tax reports.

**OTHER DUTIES AND RESPONSIBILITIES**

- Implement and manage accounts payable and payroll process improvements as assigned.
- Assist in the completion of the annual audit and grant audits as scheduled.
- Other accounting duties as assigned.

**CORE WORK REQUIREMENTS**

- *Education:* High school diploma or equivalent required; college courses in Accounting a plus; Associate Degree in Accounting or a closely related field preferred.

- *Experience:* Two plus years experience in similar position. Solid understanding of basic bookkeeping and accounting principles. Proven ability to calculate, post and manage accounting figures and financial records. Data entry skills along with a knack for numbers. Hands-on experience with spreadsheets and proprietary software. Customer service orientation and negotiating skills. High degree of accuracy and attention to detail. Interest in issues of aging.
- *Physical Requirements:* This job performed in a smoke free environment. The usual and customary methods of performing the job's function require the following physical demands: sitting for an extended period of time, walking, standing, lifting, carrying, pushing, and/or pulling; stooping, kneeling, and/or crouching; climbing stairs; significant fine finger dexterity; ability to operate office equipment including telephone, computer and copier; ability to communicate clearly so that listeners can understand; ability to understand the speech of another person.
- *Equipment Requirements:* Ability to operate a computer keyboard; ability to operate a multi-function copier; knowledge of Microsoft Office 365 software including Outlook, Excel, and Word. Quickbooks experience a plus.

**Contact Information and Procedure:**

Submit a cover letter and resume including the title and location (if applicable) of the position in which you are interested to via email to:

ATTN: April Curlin

Email: [careers@fiftyforward.org](mailto:careers@fiftyforward.org)

Phone: (615) 743-3400