



Areawide Aging Agency

Job Title: Staff Bookkeeper and Clerk
Department: Accounting
Reports to: Chief Financial Officer
FLSA Status: Exempt
Approval: Blair Schoeb
DATE: January 22, 2021

Please email resumes to bschoeb@areawideaging.org no later than 5pm, February 22, 2021

Areawide Aging Agency employee performance expectations: In the performance of their respective tasks and duties, all team members are expected to meet the following requirements:

- Work independently performing quality work within deadlines while understanding the necessity for communicating and coordinating work efforts with other team members, service providers, end-users, and clients.
- Have computer skills, maintain the technical proficiency necessary to complete their duties and have excellent written and verbal communications abilities with attention to detail.
- Establish and maintain effective professional working relationships with team members, management, and the people we serve.
- Maintain strict confidentiality as directed, be honest, trustworthy, dependable, and flexible.

Position Purpose: This position reports directly to the CFO and provides critical support for the operations of the agency by handling certain clerical and bookkeeping functions. While many tasks are routine, the successful completion of these tasks support the financial integrity of the agency.

Essential Duties and Responsibilities: Include, but are not limited to the following:

- Maintains regular attendance at work and is consistently on time; office hours are 8:30 – 5:00, unless other arrangements have been approved by the CEO.
- Maintains and participates as a team member of the Areawide Aging Agency.
- Contributes to the positive reputation of the organization, exhibiting professional behavior at all times in the presence of clients, visitors, and representatives of other agencies.
- Provides exceptional customer service, in all interactions in person or by telephone, being helpful and professional and offering additional information as appropriate that may be of help to the customer.
- Prepares deposits.
- Oversees CENA grant accounting

- Receive and approve invoices from CENA contractors and prepare check requests/POs to give to the Bookkeeper for preparation of checks to contractors.
- Update spreadsheet of remaining balances by contractor
- Maintain Master Equipment inventory list.
- Maintain files.
- Compute CENA Admin fee.
- Works with other assigned staff on questions from contractors or Department of Commerce.
- Prepare monthly invoice and reconcile to general ledger.
- Oversee Masonic contract accounting
 - Review/stamp check requests before the Bookkeeper prepares checks.
 - Review Areawide's quarterly report.
 - Prepare quarterly summary for accounting.
 - Review Rebuilding Together monthly report.
 - Provide needed information to Director of Communications/Project Manager.
 - Prepare check request/PO for Rebuilding Together.
 - Request quarterly reports from other AAAs.
 - Review other AAA's quarterly reports and compile into one statewide report for the Masonic Charitable Foundation.
 - Work with the CEO on statewide coordination.
 - Maintain files.
- Assist with Older American Act projects
 - Review projects' budgets.
 - Special assignments as needed.
- Review payroll.
- Assist with Areawide budgets.
- Maintain and/or organize accounting storage files.
- Performs other duties as directed.

Knowledge and Skills: Knowledge of governmental accounting; auditing and fiscal principles; internal auditing procedures and practices; laws and regulations on accounting procedures; maintenance of fiscal records and reports necessary to manage agency programs; and data-processing applications; knowledge of account requirements for nonprofit organizations; operating a personal computer; excellent knowledge of MS Office and familiarity with relevant computer software. Excellent organizing abilities.

Qualifications: BSc/BA in accounting, finance or relevant field. Minimum of two years experience required. Experience in nonprofit accounting work preferred.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups, clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, sit, use hand to finger, handle or reach with hands and arms, to talk or hear. The employee is frequently required to stand. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee may occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Noise: The noise level in the work environment is generally moderate.

Safety: The employee shall be knowledgeable about and follow Areawide Aging Agency's safety policies and procedures. Employees should immediately report (i.e., during current shift) any accidents, unusual occurrences, or any other safety-related issues to the immediate supervisor.

Dress Code: This position will require direct interactions with the public and will be required to adhere to professional attire. Male employees are required to wear slacks that are neat and clean in appearance, and either short-sleeve or long sleeve shirts with collars, or polo shirts with collars. Female employees are required to wear slacks, skirts or dresses, tops, and sweaters that are nice, and clean. Fridays are considered casual days but all apparel must be nice, clean, and professional in appearance. Shorts, t-shirts, halter tops, tube tops, shirts with inappropriate slogans, tattered, dirty, unkempt clothing will not be considered as appropriate for this position. Jeans are allowed on Fridays for those employees who do not have appointments; jeans must be clean, pressed, and free of tears or holes.

The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Areawide Aging Agency and the employee, and is subject to change by Areawide Aging Agency as the needs and requirements of the job change.

Areawide Aging Agency is an Equal Opportunity Employer.

Acknowledgement

I have reviewed the content of this job description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in the description, with or without reasonable accommodations.

Describe any accommodations required to perform these functions: _____

Team Member (print name)

Signature

Date

Witness (print name)

Signature

Date