



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job Posting

TITLE: Accounting Clerk

PERFORMANCE PROFILE SOURCE: Administrative Professional

REPORTS TO: Assistant Controller

Status: Exempt Non-Exempt

PRIMARY FUNCTION:

The Accounting clerk is responsible for entering accounts payable invoice and ensuring proper coding by Senior Staff. Making sure all invoices are entered and paid to take advantage of cash discounts within proper payment terms. Handles vendor correspondence via phone or email. Investigates and resolves problems associated with processing of invoices and purchase orders. Prepares batch check runs. Maintains W-9 files. Supports the Ast. Controller with preparation of documents for grant billings; prepares routine journal entries.

KEY ROLES (Essential Job Responsibilities):

- 1) Responsible for entering and processing accounts payable invoices
- 2) Daily sort and distribute incoming mail.
- 3) Daily copy all necessary documents for grant billings.
- 4) Prepare routine journal entries as assigned
- 5) Responsible for maintaining files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- 6) Assist with other projects as needed
- 7) Responsible for maintaining confidentiality and professionalism in dealing with all aspects of job including job information, salary & compensation information, donor information, board, volunteer and staff information and any other aspect of the Accounting Clerk position.
- 8) Take deposits to bank.
- 9) Be proficient with computer software including: QuickBooks, Word, and Excel.
- 10) Acts as backup for Assistant controller when she is offsite.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Chief Financial Officer & Assistant Controller and is involved in biweekly finance team meetings.

EDUCATION REQUIREMENTS:

High School diploma required

Associates Degree a plus

3-5 years of accounting experience

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply:

Qualified interested candidates will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources Director at hr@bgccc. Position will remain open until filled.

EOE/DFWP/SFWP