



## **POSITION DESCRIPTION: ACCOUNTING CLERK**

POSITION TITLE: Accounting Clerk  
REPORTS TO: Chief Financial Officer and Controller  
PAY GRADE: \$15 - \$17/hour

### SUMMARY OF PURPOSE:

The CCRMA is looking for an organized and driven employee to join the CCRMA finance team. The Accounting Clerk will work closely with our Controller and operations personnel and handle day-to-day accounting for the various operations of the CCRMA.

### PHYSICAL/MENTAL REQUIREMENTS:

1. Uses computer approximately 6-8 hours per day.
2. Uses telephone and email to communicate with staff and others, approximately 6-8 hours per day.
3. Sits approximately 6-8 hours per day.

### ESSENTIAL FUNCTIONS:

#### **Accounts Payable**

1. Responsible for recording the AP in the accounting software and processing the AP through the approval process
2. Reconciles processed work by verifying entries and comparing system reports to balances.
3. Charges expenses to proper accounts and cost centers by analyzing invoice/expense reports; recording entries.
4. Pays vendors; verifying Federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
5. Pays employees by receiving and verifying expense reports; preparing checks.
6. Maintains accounting ledgers by verifying and posting account transactions.
7. Verifies vendor accounts by reconciling monthly statements and related transactions.

#### **Accounts Receivable**

1. Posts customer payments by recording cash, checks, and credit card transactions.
2. Posts revenues by verifying and entering transactions from deposits.
3. Updates receivables by totaling unpaid invoices.
4. Maintains records of invoices, received payments and deposits.
5. Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.

## **Payroll**

1. Maintains payroll information by collecting, calculating, and entering data.
2. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
3. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
4. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
5. Resolves payroll discrepancies by collecting and analyzing information.
6. Provides payroll information by answering questions and requests.
7. Maintains payroll operations by following policies and procedures; reporting needed changes.
8. Maintains employee confidence and protects payroll operations by keeping information confidential.

## **General Functions**

1. Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
2. Assist in the preparation of end of Fiscal Year Audit.
3. Preparing financial reports, such as balance sheets and income statements, invoice, and other documents.
4. Handling sensitive or confidential information with honesty and integrity.
5. Learning how to work as part of the Accounting team to compile and analyze data, track information and support the company.
6. Taking on additional tasks or projects to learn more about accounting and office operations.
7. Performs other duties as requested.

## **Minimum Qualifications**

1. Minimum 3 years accounting experience in accounts receivable, accounts payable and payroll
2. High school diploma or GED
3. Competency with MS Office Applications
4. Ability to record financial transactions accurately with a strong attention to detail
5. Can work effectively as a team member within the Finance Department

## **Preferred Qualifications**

1. A total of 5 or more years of accounting experience in accounts receivable, accounts payable and payroll with governmental accounting systems (school district, local governments, county or city)
2. Experience with Abila/MIP Accounting, or Sage Accounting Software
3. Associates or bachelor's degree in accounting or finance

**Contact: HR Department**  
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