



Accounting Clerk

Relief Nursery, Inc
Job Description

Hours/week: 25 hours per week, flexible work schedule
Supervised by: Director of Budget and Finance
Location: Springfield, OR
Wage: \$14.95 – \$16.50
Contact: Dani Smith, Director of Administration and Human Resources,
danism@reliefnursery.org

Overview:

The Accounting Clerk performs various accounting tasks. These tasks include posting entries, verifying and reconciling financial information, processing payments and receipts, and assisting in preparation of financial reports. In addition, the Accounting Clerk will respond to inquiries from other departments and vendors to resolve and clarify accounting procedures and requirements.

Minimum Requirements:

1. Education and Experience:
 - a. Associates degree in bookkeeping or accounting from an accredited college and three years related experience
 - b. OR any combination of experience and training which would provide the required knowledge, skills and abilities required
2. Experience in successfully meeting project goals and deadlines
3. Knowledge of and ability to efficiently work in Excel, Word and Quickbooks

Qualifications:

1. Ability to maintain confidentiality
2. Ability to work as a member of a team
3. Ability to respond to directions and suggestions
4. Ability to assume responsibility for project completion
5. Maintain professional appearance and positive attitude and appropriate to the position
6. Ability to act in a way consistent with a belief system that values diversity among people
7. Be prompt and dependable

Skills and Abilities:

1. Strong written and verbal communication skills
2. Highly organized, accurate, and detail-oriented
3. Ability to work with little supervision
4. Communicate effectively with staff and volunteers



Accounting Clerk

Relief Nursery, Inc
Job Description

5. Manage multiple tasks and work well under pressure
6. Respond to multiple requests in an organized and timely manner

Responsibilities:

1. Accounts Receivable and Cash Receipts
 - a. Invoice grant contracts and other contracts as required
 - b. Record and post revenues to the appropriate revenue code and allocate to the appropriate program
 - c. Reconcile and track accounts receivable and follow up on outstanding receivables
 - d. Deposit receipts to the checking account(s) and maintain deposit records
 - e. Reconcile accounting records with Development department receipt records
2. Accounts Payable and Expenses
 - a. Verify the accuracy of invoices and statements and issue checks in payment of payables
 - b. Examine reimbursement request for proper documentation, approval, and accuracy of amounts requested prior to payment
 - c. Record and post disbursements to the appropriate expense code, allocate among programs, grants or contracts
3. Records
 - a. Establish and maintain appropriate files and records of Relief Nursery financial transactions
4. Audit
 - a. Assist with preparation of reports and schedules required for the annual financial statement audit
5. Other
 - a. Prepare and post routine financial transactions
 - b. Follow accounting procedures as stated in the Accounting Policies and Procedures manual
 - c. Perform miscellaneous duties as assigned

Closing date: open until filled

Must pass Criminal History Background check and pre-employment drug screen

Relief Nursery is an Equal Opportunity Employer

Send cover letter and resume to danism@reliefnursery.org, or mail to 1720 West 25th Avenue, Eugene, OR 97405 ATTN: Dani Smith