

River Valley Child Development Services

A leader in providing high-quality early childhood care and education services for children, families, and communities

Job Description

Position:	Accounting Clerk
Program:	Administration
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	Comptroller; Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Provide support for the administration department with a focus on accounting.
Educational Requirements:	Associate degree from an accredited college or university in business or accounting
Experiential Requirements:	Three (3) years of relevant professional experience.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Essential Duties

Program

Assist Accounting Assistant(s), Purchasing Agent, and Comptroller with any tasks conducted within the accounting department.

Assist with ensuring fiscal policies and procedures are being followed accurately.

Assist with annual audit preparation and serve as a primary on-site contact during annual audit.

Assist with agency and program license applications and maintenance of licenses.

Assist with agency reporting requirements.

Assist with reconciliation of accounts payable and accounts receivable.

Oversee the filing of all accounting paperwork.

Other Duties

Perform clerical support: typing, filing, scanning, shredding, etc.

Attend and participate on committees as assigned by the Comptroller and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Comptroller and other agency staff as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Comptroller.

Employee Signature

Printed Name

Date

