



POSITION DESCRIPTION

Accounting Clerk	
Department: Finance	Status: Regular Full-time, Non-Exempt
Reports to: Accounting Manager	Last Reviewed: June 2025
Titles reporting to this role: Controller	Next Review Date:

Position Summary:

Accounting Clerk is responsible for supporting the finance team in managing day-to-day accounting operations with a focus on billing, collections, account reconciliation, and preparing journal entries. This role is critical in ensuring that all financial transactions are accurately recorded, that revenues and receivables are properly managed, and that accounts are reconciled timely and correctly. The Staff Accountant will work closely with other team members and departments to ensure financial records are accurate and comply with nonprofit accounting standards and regulations.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Billings

Prepare and process accurate invoices to clients, donors, or grant recipients in accordance with agreements, contracts, or grant terms.

Monitor billing schedules to ensure timely invoices and adherence to deadlines.

Coordinate with program staff to confirm details and accuracy of billing information (e.g., project costs, grant terms, service agreements).

Ensure that all billings are compliant with nonprofit accounting standards and donor restrictions.

Collections

Manage accounts receivable and follow up with clients, donors, or grantors to ensure timely payment of outstanding invoices.

Review aged receivables reports regularly and initiate collection efforts for overdue accounts.

Maintain records of collection efforts and communicate any issues or disputes with the Controller or relevant departments.

Work with external parties to resolve billing discrepancies or payment issues and assist in negotiating payment arrangements if needed.

Account Reconciliation

Reconcile balance sheet accounts on a monthly, quarterly, or annual basis, including cash accounts, receivables, and other relevant accounts.

Review bank and credit card statements, match transactions, and resolve discrepancies.

Prepare and maintain supporting documentation for reconciliations to ensure compliance with auditing standards and nonprofit regulations.

Collaborate with other departments to ensure accuracy and completeness of financial data in reconciliation.

Journal Entries

Prepare and post accurate journal entries for month-end and year-end closing processes.

Record all financial transactions in the general ledger, ensuring proper classification of income, expenses, assets, and liabilities.

Assist with the preparation of adjusting journal entries as needed to correct discrepancies or allocate funds according to donor restrictions.

Ensure all journal entries are supported by appropriate documentation and comply with nonprofit accounting standards.

Financial Reporting & Analysis

Assist in the preparation of monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements.

Provide support for budget-to-actual analysis, reviewing variances in revenues and expenses.

Assist with ad-hoc financial reports for management and funders.

Compliance & Documentation

Ensure compliance with all nonprofit accounting principles (GAAP for Nonprofits) and government regulations.

Maintain accurate and organized records of all transactions and support documentation.

Assist with audit preparation by providing necessary documentation and explanations related to billings, collections, reconciliations, and journal entries.

Collaboration and Communication

Collaborate with other departments (e.g., programs, development) to ensure accurate financial data and reporting.

Assist staff members with understanding financial transactions and budgeting practices as necessary.

Communicate effectively with external stakeholders, such as donors, clients, or vendors, regarding billing and collection matters.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, aptitude, and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to perform the essential functions.

Education/Experience:

Bachelor's degree in Accounting, Finance, Business Administration, or a related field. 2+ years of accounting experience, preferably in the nonprofit sector. Strong knowledge of accounting principles, especially nonprofit accounting standards (e.g., GAAP for Nonprofits). Experience with billing, collections, account reconciliations, and journal entries. Strong analytical skills and attention to detail.

Preferred Skills:

Experience with nonprofit financial statements and fund accounting. Familiarity with grant tracking. Knowledge of financial reporting requirements for nonprofit organizations.

Language Skills:

Excellent written and verbal communication skills. Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Proficiency with Microsoft Word and Excel is essential. Experience with general ledger software application is essential. Experience with Fund EZ accounting application is helpful.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Operating Environment and Working Relationships:

Works collaboratively and routinely with staff. Ability to work independently and as part of a team in a fast-paced environment.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible for mobile phone reimbursement.

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 sit, talk, and listen. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

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. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. This job description's content is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

