



Family Service

OF THE PIEDMONT

POSITION ANNOUNCEMENT

Accounting Clerk

April 17, 2018

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking an **Accounting Clerk** to support the financial operations of the agency and to ensure timely and accurate processing of vendor invoices, purchase orders, billing invoices and incoming cash items. Perform Accounts Payable, Accounts Receivable, Management of Prepaid Expenses, Month-end Closing and other duties as needed.

Responsibilities:

1. Full cycle accounts payable and accounts receivable
2. Management of Prepaid Expenses
3. Month end closing duties
4. Processing Consumer Credit Counseling Client Deposits
5. Collect and process postage information and maintain reports
6. Sort, stamp, distribute, and copy incoming daily mail
7. Process 1099 Statements
8. Maintain and reconcile credit card statements
9. Manage Expense Reimbursements and Month end Closing Accrual of expenses.
10. Deliver Bank Deposits on a regular basis
11. Assist Chief Financial Officer in various projects as needed

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Great Plains experience preferred.
4. Understanding of Generally Accepted Accounting Principles.
5. 1 – 3 years' experience in Accounts Payable/Accounts Receivable/General ledger.
6. Ability to generate and post required journal entries.
7. Ability to work independently with minimal supervision.
8. Must be dependable.
9. Excel and Word skills are required.
10. Understanding Behavioral Health and Health Care terminology preferred.
11. Prefer an Associate degree in accounting or finance.

Send resume and letter by May 1, 2018 to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER