

**TRI-COUNTY COMMUNITY ACTION, INC.**

**JOB DESCRIPTION**

**JOB TITLE:** Accounting/Data Entry Clerk, Purchasing Aide

**DEPARTMENT:** Accounting/Finance

**CLASSIFICATION:** Full Time, Non-Exempt

**GENERAL DESCRIPTION:** The Accounting/Data Entry Clerk will be responsible for the maintenance of general bookkeeping records, routine clerical duties necessary to prepare vendor's bills, payment data input, check request, and other financial obligation of the organization for payment.

**QUALIFICATIONS:**

Education: High School Diploma. AA in accounting is desirable

Experience: At least one year of general bookkeeping experience. Experience in data input in computerized accounting system. General knowledge of MS Office, including Word and Excel.

**DUTIES:**

1. Accept Purchase Order Request from staff, obtain approval from CFO and/or ED, prepare Purchase Order and forward to staff making request.
2. Accept CEAP Payment Request Reports from Case Workers/Managers and reconcile to payment requests and supporting documentation submitted.
3. Check CEAP payment request forms for accuracy.
4. Enter information CEAP payment request forms into the Agency's computerized accounting system.
5. Reconcile the CEAP account data input to CEAP Payment Request Report, ascertaining accuracy for vendor payment.
6. Maintain files of supporting CEAP payment documentation.
7. Assist with the accounts payable process and arrange for check signers as necessary.
8. Assist in filing of all checks printed and supporting documentation.
9. Under dual control with the Executive Assistant open incoming mail, and record any incoming mail receipts. Distribute mail.
10. Assist in checking out Agency credit cards. Ascertain that the request for a credit card is documented by a purchase order.
11. Assist in the reservation process of Agency vehicles and checking them out to Agency personnel.

12. Assist in the office supply order process. Compare vendor pricing of items requested.
13. Accepts delivery of vendor shipped items and notifies staff of shipment receipt.
14. Assist with the payroll process as needed.
15. In the absence of the Assistant Financial Officer, deposit incoming mail receipts.
16. Assist in compiling documentation requested/required by funding sources, regulators, monitors and/or auditors.
17. Assist in verifying mileage on employee monthly travel expense reports.
18. Perform any other assigned tasks relevant to the effective operation of the program.

**SUPERVISORY DUTIES:** None

**IMMEDIATE SUPERVISOR:** CFO

**Copy Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_