



Job Description

Job Title: Accounting Clerk
FLSA Status: Non-Exempt
Reports To: Director of Accounting
EEO1 Class: Administrative Support Worker
Supervises: None

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Summary: The Accounting Clerk is an important member of the Beyond Housing accounting team. An ideal candidate would be an experienced self-starter with strong attention to detail and excellent communication skills.

Essential Functions & Responsibilities:

- Process daily cash receipts and ensure coding to the appropriate account and company
- Make daily electronic deposits and weekly cash deposits
- Identify and record daily ACH transactions
- Prepare the daily cash report
- Serve as back-up to accounts payable
- Enter departmental journal entries in general ledger
- Maintain filing records for departmental operations, including but not limited to cash receipts and journal entries
- Prepare documentation requested for various audits
- Perform other duties as assigned and assist Accountant, Senior Accountant and Director of Accounting as needed



Competency Requirements:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Experience and Qualifications Requirements:

- High school diploma required
- Associate degree preferred
- Minimum of 2 years previous accounting experience
- Strong working knowledge of and experience with Microsoft Excel and Word required
- Experience with Microsoft Dynamics GP financial software preferred

Supervises:

- None.

Salary and Benefits:

- Full-time hourly position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

Application Instructions:

Please send resume, and cover letter to hr@beyondhousing.org by October 13, 2017.

For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.