

Serving the Broadway/Slavic Village Community Since 1926

Position: Accounting Clerk (grant funded position)
Salary: \$13 - \$14.42 per hour
Hours: Part-time/ Non-Exempt (20 hours)
Supervisor: Finance Manager

Position Summary: The Accounting Clerk is responsible for the administration of several fiscal affairs including internal and external financial reporting and oversight of financial transactions.

Essential Functions:

Computers, classifies, records, verifies and maintains numerical data for use in maintaining financial records by performing the following duties:

1. Codes data for input to financial systems according to company's procedures.
2. Prepares invoices, checks, account statements, reports and other records and reviews them for accuracy.
3. Prepares monthly account receivables for contracts with City of Cleveland, Starting Point, Serve Ohio and others entities as needed.
4. Reconciles credit card and operational account bank statements.
5. Oversight of cash receipts and deposits, prepares bank deposits and distribute copies to required departments.
6. Coordinates and prepares pertinent information for auditors from different funding sources as requested.
7. Maintains all records needed for the financial management of the agency and required for the yearly financial audit. Prepares pertinent information for external auditors accounting firm.
8. Works with Finance Manager to monitor department budgets. Assists with developing budgets for proposals/grant applications.
9. Prepares special administrative reports as required.
10. Compiles, sorts and file documents, such as invoices and checks, substantiating business transactions.
11. Assists with coverage of front desk duties as needed.

Qualifications or Skills Required:

Required: Associate degree in an accounting or related field. Experience in fund accounting, dealing with governmental agencies, corporations, and foundations. Ability to manage resources effectively. A strong computer aptitude, which includes expertise with Microsoft Excel and Word as well as experience with accounting software, is a must. Knowledge of QuickBooks accounting software. Must have and maintain a valid Ohio Driver's License. Must be able to pass a BCI and FBI background check and drug screening.

Preferred: BA in accounting and/or Finance. Two-three years of experience of thorough knowledge of financial management in the non-profit sector. Understanding of computerized financial management systems.

Application Deadline: Open until filled

Interested applicants should forward resume plus 3 references to:
Human Resources

University Settlement, Inc.

4800 Broadway Avenue, Cleveland, Ohio 44127

Fax: 216-441-0818, E-Mail: employment@universitysettlement.net

Internal applicants must be in their current position for at least six months to apply.

(NO PHONE CALLS PLEASE!)