

CATHOLIC CHARITIES OF SOUTHEAST TEXAS
Job Description

Position: **Temporary Accounting /HR Clerk**

Salary Range: N-3

Job Classification: Hourly-Non-Exempt / Full Time

General Description: Assist with the coordination and facilitation of financial and administrative operations ensuring a collaborative work environment is maintained to enable achievement of goals.

Organizational Relationships:

Reports to: Office Manager

Also works with: Administration Support Staff, Board of Directors and Committees, Diocesan Accounting Office, Independent Auditors, program directors/leads and other staff members, community leaders, funding sources, volunteers and clients.

Essential Duties and Responsibilities:

- Assist in computing employees' time worked and verifying available leave taken on bi-weekly timesheets.
- Assist in preparing the following financial documentation before submitting to the Office Manager: Income vouchers for Cash Receipts, Accounts Receivable posting forms and Account Maintenance - Change forms.
- Assist in preparing and/or reviewing of Accounts Payable disbursement vouchers before submitting to the Office Manager.
- Filing of personnel and accounting/financial related documents.
- Assist in the accounting aspects of procuring small equipment, fixed assets or building repairs/maintenance, including: requests for proposals, comparison of bids and recordation of appropriate purchases into inventory list.
- Assist in maintaining accounting records related to the various Harvey grants.
- Prepare acknowledgements for monetary and in-kind donations; assist with preparation and mailing of financial statements, annual reports, newsletters, and event/fundraiser materials.
- Maintain volunteer files and database.
- Assist in preparing donation thank you letters and data entry into donor database.
- Cover the front desk for Receptionist during lunch hour relief.
- Follows guidelines set forth by the Diocese of Beaumont, Diocesan Accounting Office, as well as all internal guidelines/procedures set forth by agency.
- Provides support for special events: (e.g. Staff and Board Retreats, and Christmas Party).
- Performs other duties as required by the Office Manager or President/CEO, such as preparing for, attending and/or supporting special events and projects. (Examples include: assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable).

Nonessential Duties and Responsibilities:

Performs other duties as assigned by the Office Manager or President/CEO.

Supervisory Responsibilities:

This job has no direct supervisory responsibilities.

Minimum Education:

High School diploma or GED. Certification in Accounting or Office Technology preferred.

General Qualifications:

- Two years of progressive and successful experience in all phases of accounting and be familiar with the principles of fund accounting.
- Bilingual (English/Spanish), is preferred.
- Ability to perform calculations using units of U.S. dollars, weight and distance measurements.
- Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one group situations to clients and other employees of the agency.
- Must be proficient in MS Office especially Excel; experience preferred using fund accounting software, volunteer management software, and donor management software.
- Demonstrates strong written and oral communication skills.
- Ability to identify priorities and coordinate a variety of functions and tasks.
- Demonstrated sensitivity to diverse cultures.
- Must have adequate/available and reliable transportation.
- Must provide a copy of their valid driver's license and proof of personal automobile insurance to Administration annually.

Equipment Used:

Telephone, personal computer, copier, scanner and fax machine.

Working Conditions:

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

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.

Contacts:

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and government agencies.

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 duties.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee will be required to periodically stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus. The employee is occasionally required to stand, stoop, kneel, crouch, climb stairs or crawl.

Mental and Aptitude Requirements:

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem – solving and decision-making skills; and handling multiple tasks within the confines of deadlines.

Work Performance Measures:

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the program, its requirements, functions, and status, etc.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments.