

Willis Dady Homeless Services Job Description

Job Title: Accounting Clerk

Immediate Supervisor: Staff Accountant

Agency Overview: Since 1987, Willis Dady Homeless Services has been working to empower all experiencing homelessness to build futures of self-sufficiency through advocacy, housing, and employment. Willis Dady offers robust and individualized services to households at risk of and experiencing homelessness in Linn County, Iowa. Willis Dady works closely with local homeless service providers to identify the gaps in services and provide innovated and personalized ways to fill those gaps to best meet the needs of our community.

Position Summary: The Accounting Clerk is responsible for a range of essential financial duties within the agency, across all programs and staff. The Accounting Clerk may include bill pay, deposit income, assist with processing payroll, help prepare monthly financial reports on an as needed basis, assist with grant funding monitoring and invoices, and keep all account records accurate and up to date. The Accounting Clerk's work hours will be primarily during the work week. In addition to reporting to the Staff Accountant, the Accounting Clerk will work closely with the agency CFO, a consultant who provides monthly oversight and overall direction on agency fiscal matters.

Initiative, follow-through, organization, and attention to detail are essential to the Accounting Clerk's success. Minimal travel is a required part of the position and will be reimbursed by Willis Dady. The Accounting Clerk must supply their own vehicle. The position is categorized as a regular part-time employee and requires up to 29 hours of work each week. The position is an hourly rate of \$20.00. The position is based in-office at the administrative office in Cedar Rapids, Iowa and requires scheduling flexibility to meet the needs of agency responsibilities.

To Apply

Please submit a resume, cover letter, and contact information for three professional references to Oakley Etter at oakley@willisdady.org. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted and interviews are being conducted on a rolling basis until the position is filled. The Accounting Clerk position is available immediately.

Requirements

- Align with agency core values: Support, Stability, and Opportunity: Empowerment: Equity and Inclusion: Meet People Where They're At: Energy, Enthusiasm, and the Courage to Lead: Acting with Integrity: Community.
- Accounting certificate with 3-years experience.
- Experience working with non-profit accounts and/or as non-profit board treasurer is preferred but not required.
- Computer software knowledge: Preferably QuickBooks Online and all Microsoft software

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. Willis Dady is dedicated to building a diverse, inclusive, and authentic workplace. So, if you're excited about this role, we encourage you to apply anyways! You may be just the right candidate for this or other roles!

Key Responsibilities

1. Accounting
 - a. Review bills and invoices for accuracy. Investigate discrepancies or inaccuracies.
 - b. Pay bills through QuickBooks Online. Invoices are to be approved by the Executive Director or program director prior to issuance.

- c. Create and maintain records of receipt of funds and payments in QuickBooks Online.
- d. Reconcile monthly bank online statements and credit card accounts.
- e. Cooperate with companies contracted to provide financial services as dictated by terms of applicable agreement(s).
- f. Ensure compliance with Willis Dady policies and requirements as stipulated in funding awards.
- g. Assist Staff Accountant with audit preparations as requested
- h. Prepare monthly invoices for fee-for-service or contracted services provided by Willis Dady.
- i. Prepare various financial forms and reports required by funding agencies.

2. Payroll & Taxes

- a. Ensure W-4s and W-9s are completed and filed for all employees and vendors.
- b. Review and record completed time records for payroll.
- c. Submit payroll information to payroll service provider.
- d. Maintain records of payroll payment and Paid Time Off, leave and other related staff information.
- e. Take all reasonable steps to ensure prompt and timely staff payroll payment.
- f. Submit information to providers for various benefits including Simple IRA, insurance, and workers' compensation.

3. Computers/Technology

- a. Appropriately use shelter office equipment, including computer, phone, fax, copier, scanner, and security systems.
- b. Use software programs appropriately including QuickBooks Online, Excel and Word.

4. Other

- a. Maintain scheduled attendance; inform supervisor and coworkers of absences or tardiness in advance.
- b. Maintain ethical financial management and confidentiality in accordance with policies.
- c. Complete required trainings and adhere to guidelines, policies, and procedures.
- d. Attend all staff meetings including monthly all-staff meeting, and community meetings as scheduled and assigned.
- e. Comply with all grant funded program policies and assist the agency in meeting program expectations.
- f. Represent the agency at community and fundraising events as assigned.
- g. Demonstrate a positive attitude and professional manner, both in appearance and actions in carrying out job responsibilities.
- h. Adhere to and enforce all agency and program guidelines, policies, and procedures.

Note: It is the policy of Willis Dady Emergency Shelter to provide employment without regard to race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer