

NEW POSITION

Mental Health Association in Orange County, Inc.



ACCOUNTING CLERK JOB POSTING

- I. Title:** Accounting Clerk
- II. Reports to:** Accounting Manager
- III. Job Objective:**
- Ensure efficient and accurate daily operations of the Accounting office. Maintain applicable ledgers. Keep careful detailed records of agency's day to day financial transactions. Support the overall functions of the Accounting Department.
- Exercise ethical practices to ensure agency's funds are not misused.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- High School Diploma.
 - Basic accounting coursework or 1 year of accounting or bookkeeping experience.
 - Effective written and oral communication skills.
 - Valid driver's license required.
 - Proficient in Microsoft Excel.
 - Must be organized, self-motivated.
 - Must be clear and maintain an acceptable record under any criminal background check process.
 - Background in not-for-profit or fund accounting a plus.
- V. Responsibilities:**
- Payee:
 - Assist in preparation of payee budgets.
 - Prepare check requests to pay client bills.
 - Prepare monthly payee recur chart for processing.
 - Send weekly payee ledger reports to program staff.

- Complete payee reconciliation reports for Social Security Administration as needed.
- Follow up on outstanding and stale dated checks for the payee accounts.
- Prepare weekly deposits for General Fund, Payee and Autism Move-A-Thon (AMOC) accounts and deliver them to bank.
- Enter payroll journal entry expense on a bi-weekly basis.
- Complete monthly bank reconciliations for Payee and AMOC accounts.
- Reconcile assigned sub-accounts with general ledger monthly.
- Assist with preparation of HUD housing vouchers for draw down of funds on a monthly basis.
- Maintain Journal Entry book and ensure that proper backup documentation is filed on a monthly basis. Follow up with staff as needed if documentation is missing.
- Prepare quarterly voucher to AMOC.
- Work with program staff to update and maintain annual Consultant contracts and ensure receipt of Insurance requirements.
- Serve as back up to accounting functions; including but not limited to: processing checks, logging and distributing gift cards, distributing petty cash, signing out store account cards to staff. All functions are to be in accordance with Accounting Policies & Procedures.
- Assist with annual fiscal audit as needed.
- Assist with annual purge of accounting files.

VI. Other Duties:

- Answer MHA's main office phone as needed.
- Perform all other duties as may be required by management.

VII. Terms of Employment/Benefits:

- Non-Exempt
- Forty (40) hours per week
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:
 Kelly Czvik
 Mental Health Association in Orange Co. Inc.
 73 James P. Kelly Way
 Middletown, NY 10940
 or fax to (845) 343-9665
 or email to kczyk@mhaorangeny.com**