

#305 Accounting Clerk II
Classification Level 7
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 11/19/2019 External: 11/21/2019

Salary Range: \$24,128 – \$40,212

Apply To: J. Cushman

REPORTS TO: Chief Financial Officer

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The person in this position is responsible for the statistical and fiscal records, accounts receivable, including invoicing for client care accounts. The position is part of the accounting office team and must be able to assume the responsibilities assisting other staff with projects to ensure smooth operations with the agency.

TYPICAL RESPONSIBILITIES:

1. Prepare and maintains accounts receivable with monthly reconciliation of past due accounts.
2. Provide back up in the maintenance of client earnings records by various categories.
3. Provide back up in preparing monthly trial balance and financial statements.
4. Provide back up in vouchered accounts payable, ensuring that attached documentation is accurate.
5. Assist in various physical inventories and reconciling resulting balances.
6. Maintain special project records and monthly reports providing feedback and problem resolution.
7. Provide backup to payroll functions.
8. Responsible for safety of all staff members and persons served under this position.
9. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
10. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Provide personal assistance as need arises.
2. Assists other departments as appropriate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- Associates Degree in accounting and two years of related experience or an equivalent combination of education and experience
- Competent in Microsoft Office and other business software
- Oral and written communication skills
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 11/19/2019

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PREFERRED QUALIFICATIONS:

- Experience in banking
- Second language skills

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 functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 15% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 35 pounds with help, 20 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

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.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.