



## **ACCOUNTING CLERK**

### **DESCRIPTION**

The Accounting Clerk supports the Finance Director and Executive Director in completing basic financial and accounting functions. Duties include assisting in the purchasing, accounts payable, accounts receivable and payroll processes of SODA. The position is currently open and available for immediate employment.

### **DUTIES AND RESPONSIBILITIES**

- Uses computerized fund accounting system to processes purchase orders and accounts payable and maintains corresponding records and documentation including bank account reconciliations
- Uses a computerized fund accounting system to processes bi-monthly payroll and maintains corresponding records and documentation including employee time sheets and leave requests
- Uses MS-Word to process accounts receivables and MS-Excel to maintain corresponding records and documentation for invoicing, billing and payments
- Receives/processes incoming and outgoing mail and deliveries.
- Assists with special projects, and other general office tasks as needed or assigned.
- Schedules Board of Directors meetings and other events as needed or assigned
- Assists in answering the phone and other reception duties as needed

### **QUALIFICATIONS AND PREFERENCES**

- One or more years of experience working with financial/accounting records in a for-profit or non-profit business
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)
- Ability to effectively organize and maintain financial records for public disclosure
- Ability to self-start, work independently and meet multiple deadlines
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- High school diploma required and college coursework in business/accounting and/or relevant experience is a plus

### **SALARY RANGE**

\$22,000 - \$28,000 based on education and experience; employer-paid health insurance and retirement benefits; 12 days annual leave and 14 holidays per year.

To apply, please mail a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resource Director, P.O. Box 709, Durant, OK 74702-0709 or email to [bmccarty@soda-ok.org](mailto:bmccarty@soda-ok.org).

**SODA IS AN EQUAL OPPORTUNITY EMPLOYER**