



## Job Description for JVA

**TITLE: Accounting Clerk**

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Apply for this opening by clicking here: [Job Application Link](#)

**FLSA:** Non-Exempt (hourly)

**REVISED:** February 28, 2017

**REPORTS TO:** Accounting Manager

**SUPERVISES:** None

### Position Summary:

Responsible for the data input and accuracy of daily cash receipts, donations, expenditures and payments. Additionally, prepares month end reconciliations of Balance Sheet accounts, prepares general journal entries as necessary to adjust specific accounts at month-end, and assists Manager with preparation of month-end financial reports for management and various departments.

### Essential Duties and Responsibilities:

- Prepares daily revenue summary, researches and corrects discrepancies, and posts revenue journal entry in QuickBooks.
- Records cash receipts in QuickBooks for payments received by mail or for Special Fundraising events.
- Matches all purchase orders, packing slips and invoices. Prepares vendor allocation forms for invoices that need to be allocated among several departments, and enters invoices in QuickBooks.
- Reconciles vendor open balances to vendor statements monthly and resolves any discrepancies.
- Ensures that payments to vendors are processed timely by weekly generating and forwarding the Unpaid Bills Listing report to the Manager for payment approval, and generates vendor checks accordingly.
- Ensures that refunds due to customers are processed accurately and timely.
- Prepares and mails Forms 1099 for independent contractors' payments annually.
- Completes vendor credit applications.
- Prepares reports every ten days and issues payments to County for shelter fees collected for spay/neuter surgeries, rabies, and microchips in connection with animals returned to their owners.
- Prepares monthly bill to County for reimbursement for vouchers given at the time animals are returned to their owners and are redeemed for spay/neuter surgeries, microchips, and rabies.
- Prints and reconciles monthly Chameleon (animal inventory management system) report of LV and NLV licenses issued, and prints check to LV and NLV for these fees..
- Prints the General Ledger detail for specific Balance Sheet accounts and reconciles / adjusts account balances by preparing general journal entries as necessary. Some of these accounts are Customer Billing, Employee Advances, Due to AFLAC (for employee deductions), Amount Due to County (for shelter fees), and Refunds Due Customers.
- Boxes up old records and coordinates delivery to storage.
- Refills postage meter machine and downloads postage rate changes as necessary.
- Composes correspondence and other documents; performs clerical duties to support the operations of the department.
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the department's service to its customers by



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- offering suggestions and directing or participating as an active member of a work team.
- Performs other duties as assigned.

### Education and Experience Requirements:

- Equivalent to a High School diploma.
- Two (2) years experience in an accounting/finance function.

**License & Certification Requirements:** None

### Required Knowledge and Skills:

Knowledge of:

- Financial accounting terminology and practices, including general bookkeeping practices and procedures.
- Standard office administrative practices and procedures, including record keeping systems and the operation of office equipment, computers, and associated software.
- Basic mathematics.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Maintaining financial or statistical data and records.
- Gathering and compiling information; preparing accurate accounting reports and summaries.
- Checking and balancing documents; reconciling accounts and reconstructing an accounting audit trail to locate and correct errors/imbances.
- Use of QuickBooks or similar accounting software and proficiency with Microsoft Word and Excel
- Performing arithmetic calculations in an efficient and effective manner.
- Maintaining attention to detail and accuracy while meeting critical deadlines.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or department goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, co-workers and the public.
- Preparing clear and concise reports, correspondence, instructions and other written materials.

### Working Conditions and Physical Effort:

Physical ability and mobility to work in a typical office setting and use standard office equipment; strength to frequently lift materials weighing up to 25 pounds and occasionally up to 50 pounds with assistance if needed; vision to read printed materials; stamina to sit and work with computer for an extended period of time; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.



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All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

***This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.***

Regular work schedule may include Saturdays, Sundays, and holidays.

If you meet the minimum qualifications for education and/or experience described above, you are encouraged to fill out an online application. For unpaid or volunteer opportunities, please visit our website.

This job is open until filled. After it's filled, we may continue to accept applications, to establish a list for future vacancies.

### **Pay and Benefits:**

Fair pay and good benefits, including employer contribution to health insurance, and paid time off for full time employees. All jobs are regular full time, unless noted otherwise. Our Summary of Benefits may be found [here](#). Additional benefits are available for certain positions.

### **About Us:**

The Animal Foundation is a private, non-profit agency dedicated to making a difference in the lives of animals in the Las Vegas Valley. To promote the humane treatment of animals, The Animal Foundation operates Nevada's largest open-admission shelter (Lied Animal Shelter), taking in approximately 30,000 lost, unwanted and abandoned pets every year. Additionally, the Foundation offers adoption services, lost and found services, volunteer and foster opportunities, and low-cost spay and neuter and vaccination clinics. To learn more about The Animal Foundation, the jobs available, and an online application form, visit [animalfoundation.com/employment](http://animalfoundation.com/employment).

We envision a humane and compassionate community for all animals. Our mission is save the lives of all healthy and treatable animals in the Las Vegas Valley.