

# Position Guide

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

<b>General Information.</b>		
Position Title: <b>Accounting Clerk</b>	Location: <b>Family Planning of Syracuse</b>	Date 4/24/2020
Reports to: <b>Chief Financial Officer, Syracuse Community Connections (SCC)</b>		FLSA Classification <b>Non-Exempt</b>

<b>General Summary</b>
This position requires the application of knowledge and skill with regard to fiscal responsibility and duties in the general financial operations of the organization. This will include the organization, specific grant assignments or special event/projects. The CFO will provide direct oversight, supervision and task assignment for this position, for the purpose of attainment of fiscal goals and objectives of the organization.
<b>Essential Job Functions</b>
Prepares financial reports by collecting, analyzing, and summarizing accounting information
Complies with federal, state, and local financial legal requirements. Enforces adherence to requirements and advises management on needed actions
Assists with TPP and FPS budget preparation.
Prepares payments by verifying documentation and requesting disbursements. Assists with payroll.
Assists with the accounts payable and accounts receivable processes
Proficient in the use of existing computer software programs to input and retrieve information
Attends meetings, workshops and training seminars as required to enhance or develop skills or knowledge that would advance job performance
Supports the organization and its programs by assisting in agency sponsored programs and events that may require stepping outside of the fiscal role
Adheres by a strict code of confidentiality in all relevant financial and organizational matters
Maintains accounting controls and recommends policies and procedures
Substantiates financial transactions by auditing documents. Reconciles financial discrepancies by collecting and analyzing account information

## Additional Job Functions

All other duties as assigned by Chief Financial Officer

## Education Requirements

Associates Degree in Accounting or Business Administration and/or equivalent work experience.

## Previous Experience Requirement

Minimum of two to three years professional experience in an accounting function preferably in a not-for-profit agency.

## Knowledge and Skills Needed to Perform Effectively in this Position

- Above average interpersonal and communication skills both written and verbal.
- Able to effectively multi-task with a high degree of accuracy.
- Must be able to work independently, as a team member and demonstrate self-motivation.
- Able to demonstrate effective group facilitation skills.
- Demonstrate effective and efficient organizational and time management skills.
- Acquire and maintain knowledge that will enhance and advance the performance of duties relevant to the position.
- Demonstrate sound professional judgment in job performance and to seek supervision and/or consultation appropriately and intentionally.
- PC skills to include FundEZ or similar accounting software package, Microsoft Word, Excel, ADP software, email, and Internet research.

## Additional Requirements

- Ability to travel locally between facilities as needed.
- Must have the ability to work a flexible schedule and attend meetings and other events evenings and potentially weekends.

## Physical Dimensions

Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner.

	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
■ <b>Seeing:</b> Must be able to read documents and use office and other equipment.				X
■ <b>Hearing:</b> Must be able to hear well enough to communicate with customers and coworkers.				X
■ <b>Standing/Walking/Mobility/Lifting:</b> Must be mobile and be able to travel. Must be able to lift 25 pounds without assistance.		X		
■ <b>Climbing/Stooping/Kneeling:</b> Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.	X			
■ <b>Fingering/Grasping/Feeling:</b> Must be able to write, type, and use office equipment.			X	
■ <b>Environmental Conditions:</b> Must be able to work in environments that may include, but are not restricted to, cold, heat, draft, fumes or various combinations of same.			X	

## Expectations

- Adheres to Family Planning of Syracuse, Syracuse Model Neighborhood Facility and Onondaga County Health Department Policy and Procedures.
- Must be able to fully embrace mission of program.
- Behavior is reflective of a positive role model, both in and outside of the organization.
- Maintains an appearance conducive to supporting a professional business environment.
- Interacts with patients, visitors, coworkers and community members with dignity and respect.
- Promotes teamwork with coworkers and provides guidance for coworkers as needed or requested.
- Maintains a positive and respectful attitude.
- Utilizes supervision consistently and communicates appropriately with management regarding job-related issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position.
- Satisfactorily meets performance levels, goals and objectives.
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# Position Guide

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*

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Employee Signature

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Date