

Wateree Community Actions, Inc.

**Program Support Clerk
Job Announcement**

Wateree Community Actions, Inc. (WCAI) is seeking to appoint a highly qualified and experienced Program Support Clerk to join the finance staff in their administrative office in Columbia, SC. WCAI is a private, nonprofit 501 (c) (3) corporation that has been providing high quality, comprehensive Head Start and/or Community Action services within Clarendon, Lee, Kershaw, Richland, and Sumter counties for over 50 years.

Reports to: CFO (Fiscal Mgmt Officer if no CFO)
Classification: Non-Exempt
Department/Site: Finance

Major Functions:

Performs data management, clerical functions and general program support for CSBG, LIHEAP and all other DOA programs.

Essential Functions:

Program Support:

- Inventory of equipment/tracking
- Track expenditures
- Request funds
- Load funds upon receipt
- Run reports DBA
- Responsible for systems development and update emergency assistance logs, including balances by programs.
- Assist in preparation of programmatic budget.
- Prepare and submit monthly reports to supervisor on work performed, note program changes needed and problems incurred and/or solved.

Accounts Payable - Responsible for the processing and verification necessary to ensure accurate payment of all legitimate invoices in a timely manner:

- Prepares invoices and purchase orders.
- Maintains an open packing slip file and purchase order file.
- Matches invoices to packing slips and purchase orders.
- Maintains the file of paid invoices.
- Prepares customer assistance payment vouchers.
- Certifies month-end totals of Account Distribution, Cash Disbursements, and Open Items reports and coordinates closing to the general ledger.

Accounts Receivable – Responsible for the processing and verification necessary to ensure accurate daily maintenance of customers' accounts:

- Posts checks received to aged trial balance to maintain a running record of unpaid invoices.
- Prepares remittance advises for keypunching.
- Maintains the file of copies of all invoices, debits, and credits.
- Verifies month-end total to the general ledger.

General

- Records checks in check register.
- Prepares and maintains daily cash account balances.
- Files pertinent accounting records.
- Inputs data. Reviews and evaluates computerized statements.
- Responsible for budget reports as assigned.
- Performs miscellaneous duties as assigned.

Requirements:

Education

- An Associate Degree in Accounting with two years of related work experience or a high school diploma with four years of experience in Business and Office Management.

Knowledge and Abilities

- Ability to use a ten key calculator.
- Ability to key punch into a computer.
- Ability to perform without close supervision.
- Ability to file by a system.
- Working knowledge of fund accounting and bookkeeping principle practices.
- Working knowledge of trail balance accounting.
- Working knowledge of computer operations and functions.
- Ability to analyze computerized financial transactions.
- Ability to operate a computer using fiscal software.
- Ability to analyze financial transactions and prepare financial reports and statements.

To Apply

Please submit an application package and updated resume, plus three professional references via:

Mail: **Wateree Community Actions, Inc.**

Attn: Human Resources

PO Box 8328

Columbia, SC 29202

or

Email: dreddish@wcai.org

Wateree Community Actions, Inc. does not tolerate discrimination based on race, color, religion, disability, age, sex, veteran status, genetic information, national origin or any protected category.

“An Equal Opportunity Employer”

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