

**WATEREE COMMUNITY ACTIONS, INC.
COLUMBIA, SOUTH CAROLINA 29202**

**Program Support Clerk
Job Posting**

Reports to:	CFO (Fiscal Mgmt Officer if no CFO)
Classification:	Non-Exempt
Department/Site:	Finance
Date Job Description Approved:	01/14/2016

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.

Supervision Received from:

CFO

Hiring Salary Range : \$17.02/hr to \$21.84/hr based on education, experience, and/or combination of both.

Job Description – Program Support Clerk

Wateree Community Actions, Inc. reserves the right to revise or change job duties, work sites, and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

*Wateree Community Actions, Inc. does not tolerate discrimination based on race, color, religion, disability, age, sex, veteran status, familial status or national origin.
“An Equal Opportunity Employer”*