

## **Finance Clerk**

### **POSITION OVERVIEW**

The Finance Clerk assists the Finance Department in maintaining accurate accounting systems and procedures including: billing, Accounts Receivable / Payable in accordance with policies, procedures and the philosophy of the MPP Board of Directors.

### **QUALIFICATIONS**

- Associate's Degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Ability to work under pressure and deadline demands.
- Knowledge of GMS or other similar multi-funded grant management software, preferred.
- Excellent interpersonal and customer services skills.
- Excellent organization skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office programs including Word & Excel.
- Valid Driver's License, preferred.
- CPR and First Aid Certification at hire or within the first 6 weeks of hire (training provided).
- Bi-Lingual, English/Spanish skills are beneficial.

### **RESPONSIBILITIES**

- Projects a positive and respectful attitude by welcoming and directing employees, families and visitors.
- Maintains the vendor database with all vendor information.
- Verifies and approves all vouchers for payment, reviewing coding for accuracy ensuring proper approvals and documentation.
- Analyze invoices and verify with Purchase Orders.
- Enters Accounts Payable information into accounting system accurately and timely.
- Generates audits and files all payable reporting with supporting documentation.
- Reconciles and analyzes all related general ledger accounts, monthly.
- Maintains daycare accounts receivable files, generating and mailing monthly statements.
- Maintains fixed asset inventory.
- Prepares bank reconciliations, monthly.
- Prepares Credit Card reports to be used for program governance.
- Assists in month end closing and preparing reports, monthly.
- Assists in making cash deposits and mail distribution.
- Works with the Finance Director and other staff to ensure proper coding.

### **BENEFITS & COMPENSATION**

- \$500 Sign-On Incentive.
- Paid continuing education & training opportunities.
- Affordable Medical, Dental, & Vision insurance eligibility after 60 days.
- Life Insurance

- Supplemental insurance coverage options available; such as additional life insurance, cancer, accident, etc.
- Matching 401k retirement plan
- 11 paid Holidays
- Annual and Sick Leave Accruals

Macon Program for Progress is an Equal Opportunity Employer. In accordance with the Head Start mandate, COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.