

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: E/BFSC 7-2012

POSITION: **ACCOUNTING CLERK**

OPENING DATE: 01/27/2012 CLOSING DATE: _____ OPEN UNTIL FILLED: X

SALARY: **Based on Experience**

FLSA STATUS: **NON-EXEMPT**

EMPLOYMENT STATUS: Full-time Temporary Part-time

EMPLOYMENT PREFERENCE: To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application. Preference **will not** be granted unless the evidence is made at the time of application. Additional consideration will be given to qualified residents in the E/BFSC target area.

MISSION: To Strengthen Families and Build Vibrant Communities in Washington, DC.

BRIEF DESCRIPTION OF DUTIES:

Under the direct supervision of the Staff Accountant, the Accounting Clerk performs a variety of general accounting support tasks in the Finance Department of E/BFSC. S/he verifies the accuracy of invoices and other accounting documents or records and updates and maintains accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, and accounts payable). S/he compiles and enters data into the Peachtree System and is responsible for preparing a variety of reports. All activities are conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements, and best practice standards.

QUALIFICATIONS REQUIRED:

- Two/four year degree from an accredited college or university or at least two (2) years of related work experience

SKILLS and COMPETENCIES REQUIRED:

- Demonstrated knowledge of the Peachtree Accounting System
- Effective verbal and written communication skills
- Effective interpersonal skills
- Strong attention to details and organization
- Ability to work well in a fast-paced professional environment
- Demonstrated ability to handle multiple tasks and prioritize workload
- Demonstrated computer proficiency (Microsoft Office preferred)
- Demonstrated cultural competence and responsiveness

Candidates must have a valid driver's license, copy of driving record and proof of valid auto insurance. Must obtain a FBI, Police and Child Abuse Registry Clearance; be available during evenings and weekends, and must provide health certification and proof of TB screening test.

HOW TO APPLY

Candidates must submit resumes to Human Resources at resume@ebfsc.org or fax via 202-832-9401

E/BFSC is an EOE