

## Accounting Clerk

**\$18 an hour - 32 hours per week –benefits eligible**

### Position Summary

The Accounting Clerk is responsible for the support of our organization's payroll, accounts payable and financial compliance functions. This position will report to and work closely with the Director of Finance.

### Position Functions:

#### Financial Support

- Manage accounts payable functions to include reconciliation and coding of invoices, coordination with vendors and colleagues, and weekly check run
- Bank liaison regarding stop payments and cleared checks
- Reconciliation and posting of credit card statements and their related receipt documentation
- Manage vendor information including W-9's and preparing vendor 1099's at year end
- Cash management of revenue received at schools
- Process and record deposits, revenue and accounts receivable
- Prepare billings for services and manage accounts receivable
- Manage and process the bi weekly payroll process along with any related expenditures and program administration (Arizona State Retirement System, Health Equity)
- Prepare and post bi weekly payroll journal entries
- Maintain accounting related forms and facilitate appropriate use of these forms by staff
- Provide financial research, reports and information as requested
- Participate in the development, implementation and maintenance of financial policies and internal controls
- Ensure records systems are maintained in accordance with generally accepted accounting principles
- Perform other related duties as assigned or as necessary. Remains flexible and adaptable in work schedules and work assignments as defined by departmental and organizational needs

### Qualifications

- Minimum of 5 years of bookkeeping experience
- Experience in nonprofit or school accounting preferred
- Experience with Fund EZ or similar fund accounting systems
- Demonstrated success developing systems to manage operational and programmatic work

- Ability to communicate and collaborate effectively
- Ability to travel daily in the downtown vicinity via walking and/or driving
- Strong work ethic, excellent interpersonal skills, initiative and independence
- Must be able to obtain an Arizona Department of Public Safety finger print clearance card and provide information for a credit check

### **Position Details:**

Job Type: Part time .8 FTE (32 hours per week)

Schedule: Monday through Thursday, 8:30am to 5pm

Salary: \$18 hourly depending on experience

Benefits: Benefits eligible with competitive health and dental insurance, participation in the Arizona State Retirement System (ASRS) with 100% employer match of 12.11% salary, employer paid life insurance, and access to voluntary additional benefits through AFLAC and 403(b) plans, and paid time off for holidays, sick leave and personal leave.

Office Location: 650 N. 6<sup>th</sup> Ave., Tucson, AZ

Website link: <http://CITYccl.org/about/contact/employment/>

### **Application Procedure:**

Applying online at <https://cityccl.org/about/contact/employment/>. Or submit cover letter and resume via email to [info@cityccl.org](mailto:info@cityccl.org). Review of applications will begin on October 25, 2019. Position will be open until filled.

### **Equal Employment Opportunity**

CITY Center for Collaborative Learning provides equal employment opportunity for everyone regardless of ethnic group identification, race, national origin, age, religion, sex, sexual orientation, gender identity and expression, mental or physical disability that does not prohibit performance of essential job functions. Decisions relating to employment are based upon ability to perform the job, as well as dependability, reliability and competence once hired.

### **About CITY Center for Collaborative Learning**

CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson based nonprofit offers professional development and community engagement experiences for educators and education advocates, including school visits and workshops, while leading three small secondary schools that serve as demonstration sites. Visit us at <http://cityccl.org>.