

WABASH AREA DEVELOPMENT, INC.
POSITION DESCRIPTION

JOB TITLE: Bookkeeper
DEPARTMENT: Fiscal
REPORTS TO: Fiscal Officer
GRADE LEVEL: VII
PREPARED BY: Executive Director
PREPARE DATE: July 20, 2020
APPROVED BY: Executive Director
APPROVED DATE: July 20, 2020

SUMMARY: Responsible to the Fiscal Officer for maintenance of financial and other required records. Responsible for bookkeeping, filing, budgetary reporting and maintaining records in accordance with funding source guidelines and sound accounting practices. Lends administrative support to program operations as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains bookkeeping records in accordance with guidelines of the various funding sources.

Maintains a central financial filing system in an efficient manner in accordance with funding source guidelines and the filing system requirements of WADI.

Properly disposes of documentation following WADI's document retention policy.

Assists the Fiscal Officer, Program Directors and the Executive Director in the formulation of program budgets and budgetary control reports in a timely fashion.

Prepare financial reports required by funding source and/or agency board for submission to the Fiscal Officer.

Prepare Approval for Payment form for required signatures.

Assists the Fiscal Officer with AFLAC, Worker's Compensation, Unemployment, Health Insurance, Insurance Policies, and other similar functions.

Assists in program audits as required by assembling the relevant information needed.

Data entry to computerized accounting program.

Conduct a monthly bank reconciliation as assigned by the Fiscal Officer.

Prepare vouchers to be submitted to Fiscal Officer.

Generate 1099's, 1095's, and W-2's for distribution prior to the deadline.

Check, code and process accounts payable in a timely manner.

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Enter timesheets and process payroll while generating the appropriate paperwork.

Maintains strict confidentiality regarding customer and/or agency matters.

Seeks out and attends trainings and seminars to strengthen skills and collect current information.

Any other duties as assigned by the Fiscal Officer and/or Executive Director to ensure smooth program operation and/or assist with fulfillment of the agency mission.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies: To perform this job successfully, an individual should demonstrate the following competencies –

Design – Demonstrates attention to detail.

Problem solving – Identifies and resolves problems in a timely manner; Develops alternative solutions; Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

Technical skills – Strives to continuously build knowledge and skills; Pursues training and development opportunities.

Interpersonal skills – Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things. Respects others time and space; Listens to others without interrupting.

Written communication – Writes clearly and informatively; Presents numerical data effectively.

Teamwork – Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Balances team and individual responsibilities.

Cost consciousness – Develops and implements cost saving measures; Works within approved budget.

Ethics – Treats people with respect; Upholds organizational values; Keeps commitments; Inspires trust of others; Works with integrity and ethically.

Organizational support – Follows policies and procedures; Supports organizations goals and values; Completes administrative tasks correctly and on time.

Planning/Organizing – Uses time efficiently; Prioritizes and plan work activities.

Professionalism – Reacts well under pressure; Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows thought on commitments; Understands the dynamics of the operation of a successful business.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Completes work in a timely manner; Always willing to help others when feasible.

Safety and security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly; Demonstrates appropriate action beyond guidelines.

Adaptability – Adapts to changes in the work environment: Able to deal with frequent change, delays, or unexpected events.

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Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a valid Illinois driver's license.

Education and/or Experience

Associate degree preferred but will consider high school diploma or GED with related working experience. Bookkeeping classes or equivalent work experience necessary. Should possess a working knowledge of financial and bookkeeping procedures. Computer experience necessary. Must support the mission, goals and objectives of WADI.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, we prefer the individual have knowledge of Database software; Internet browsers; Spreadsheets; and Word processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stand; climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up

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to 50 lbs. Specific vision abilities required by this job require close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature

Date

Supervisor Signature

Date