



WHATCOM Council on Aging

JOB DESCRIPTION

*Interested parties should email their resume to finance@whatcomcoa.org.
No phone calls, please.*

TITLE: Data Entry Clerk

DEPARTMENT: Finance

REPORTS TO: Finance Director

AREA OF ASSIGNMENT: WCOA Finance Department

STATUS: Part Time, Non-Exempt

SCHEDULE: ~15 hours per week

PROBATIONARY PERIOD: 90 days after hire

WAGE RANGE: \$18-\$25 per Hour DOE

BENEFITS EAP, Washington State Sick Leave & PFML,
Employer Match of SIMPLE IRA contributions beginning January 1st after
completing 12 months of service

SUMMARY OF POSITION:

This position performs a key role in the agency's Finance Dept, ensures that our vendors are paid on time, deposits are entered promptly, necessary office supplies are available, and donors are thanked promptly. The Data Entry Clerk also monitors internal controls in their areas of responsibility and works collaboratively with other department managers and employees to ensure that data is entered in a timely and accurate manner. Another critical role performed by this position is ensuring that employee benefits are implemented according to agency and regulatory requirements. As a member of the 2-person Finance team, the ability to work collaboratively with the Finance Director is an important component to this job. Other work projects may be assigned as time allows.

DUTIES AND RESPONSIBILITIES:

Accounts Payable

- ❑ Verifies expense allocations, and processes vendor invoices and supporting documentation for payment according to agency procedures.
- ❑ Ensures that vendor invoices are entered into the agency's accounting software in a timely and accurate manner. To accomplish this, the Data Entry Clerk will often need to collaborate with, and provide support to, department managers, in addition to working with vendors.
- ❑ Prepares checks for payment and mailing, according to agency procedures.
- ❑ Ensures that Accounts Payable paper and computer records are maintained in a secure and organized manner according to agency procedures.

- ❑ Often, the Finance Assistant may be required to research and resolve vendor issues, in collaboration with management.

Deposit Preparation and Recording of Deposits

- ❑ Enters revenues from WCOA programs into the agency accounting software in a timely and accurate manner, based on deposit records submitted.
- ❑ Collaborates with the Finance Director to ensure revenues are posted correctly
- ❑ Maintains Deposit and Revenue records in a secure and organized manner according to agency procedures.
- ❑ May assist with special events and other cash handling duties as required.

Other Duties

- ❑ On a regular basis, inventories and orders supplies and other items on behalf of all agency programs
- ❑ Prepares donor thank-you letters for signature in a timely manner, and mails same
- ❑ Other duties or special projects may be assigned at the discretion of the Finance Director
- ❑ Maintains Customer, Employee, Vendor and Client confidentiality
- ❑ Participates as an active Finance Team member, sharing pertinent and timely information to ensure that the Finance Department is providing the best possible information and support to management, the Board and agency employees.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- ❑ High School Diploma
- ❑ Preferred some basic Bookkeeping/Accounting coursework
- ❑ Minimum of 3-year Accounts Payable and Payroll experience preferred
- ❑ Experience in basic office skills and equipment operation required
- ❑ QuickBooks experience preferred
- ❑ Experience in MS Excel and MS Word required
- ❑ Strong customer service orientation

SUPERVISORY RESPONSIBILITY:

- ❑ None

WORKING CONDITIONS:

- ❑ Works in an office, meeting room, or recreational facility setting.
- ❑ Sits for long periods of time.
- ❑ May occasionally lift and carry items weighing up to 20 pounds.
- ❑ May work in areas with exposure to blood-borne pathogens and environmental allergens.
- ❑ Possibility of exposure to hostile and offensive language from the public.
- ❑ Uses appropriate safety equipment and follows established work safety policies, practices, and procedures.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas cover absences or relief, to equalize peak periods or otherwise to balance the workload.

It is the policy of the Whatcom County Council on Aging to not discriminate in services and employment. The WCOA complies with Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

Signature

Date