



## EMPLOYEE JOB DESCRIPTION

### A/P & A/R Fiscal Clerk

**Reports To:** Fiscal Manager

**FLSA Status:** Non-Exempt

**SUMMARY:** Responsible for all tasks and duties pertaining to managing accounts receivables and payables in Flying HIGH Inc.'s fiscal Department.

**Mail or Email Resume to:**

Flying HIGH, Inc, Jeffrey M. Magada, Executive Director; 6 Federal Plaza, Suite 701 Youngstown OH 44509

Phone: 330-797-3995

Email: [jmagada@flyinghighinc.org](mailto:jmagada@flyinghighinc.org)

**Position:** Part-time: 20hrs per week at \$14.00 per hour

**DUTIES AND RESPONSIBILITIES:**

- Creates purchase orders for all invoices
- Assigns/tracks purchase order numbers
- Contacts vendors for any discrepancies – (ex.) removal of tax; duplicate or missing invoices
- Codes/allocates expense(s)
- Enters invoices into Quick Books/ Account Software
- Reviews bills that need to be paid and brings it to Fiscal Manager/Executive Director
- Copies purchase order and backups for various programs
- Keeps spreadsheet of expenses for ATP/NAT/GROW/GED/Purpose/WTYF and MVPE for invoicing
- Enters credit card charges as they are turned in and ensures proper back up is attained
- Matches credit card statement to receipts entered into the system – researches any missing receipts
- Processes Gas card/Bus pass request from MVPE case managers
- Tracks all requests for MVPE to ensure that there is backup/receipt for all payments made on behalf of the client
- Meets with Fiscal Manager to go over payments or draws that need to be made weekly
- Sets up spreadsheet of all accounts – (ex) copiers/phones etc. and allocates the cost to various programs
- Creates reports as needed
- Assigns A/R duties as needed – in process of being developed
- Performs all other duties as assigned by Fiscal Manager and Executive Director

**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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – Working towards a Bachelor’s degree in accounting is preferred. High school diploma and/or equivalent with previous bookkeeping experience and managing record keeping systems. Non- profit accounting and grant documentation experience preferred.
- **Language Skills** – Ability to read, analyze, and interpret financial reports and client and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management, public groups, and/or board of directors. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, clients, staff, vendors, etc.
- **Mathematical Skills** – Excellent mathematical skills. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills** - To perform this job successfully, an individual should be proficient in personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. This role requires an intermediate knowledge of Microsoft Office. Bookkeeping skills, familiarity with Medicaid billing, Excel Access, MACSIS, and account software programs, such as Quick Books, etc.
- **Other Qualifications** – Valid drivers’ license.

#### PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while operating their computer and performing office work. The individual is required to travel up to 10 percent of the time. The individual needs to occasionally move about inside the office and at client sites. They frequently operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with clients, placements and others in the office while interacting. The employee must regularly lift and /or move up to 15 pounds, occasionally lift and/or move up to 25 pounds. The individual must be capable of reviewing their work for errors and make adjustments as necessary.

#### WORK ENVIRONMENT:

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals based on the condition at client locations. The noise level in the work environment is usually moderate. The individual frequently works in a controlled climate. The individual will occasionally be required to travel by automobile.

#### COMPETENCIES:

- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- **Judgement and Decision Making** – Considering the relative cost and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

- **Communication** – Talking to others to convey information effectively.