

Highland Rim Economic Corporation

Title: Bookkeeper	Reports To: Director of Finance
Status: Non-Exempt	Department: Admin
Skill Level:	Pay Grade:
Location of Work: HREC Central Office	

Description:

This is very responsible administrative and financial work assisting with a variety of accounting transactions for the agency. Activities associated with the job include assisting staff with purchasing materials and supplies, qualifying vendors and obtaining price quotation and competitive bids, receiving merchandise, and processing the paperwork required to pay for materials, supplies and services. Additional activities include tagging equipment and maintaining inventory records, producing reports detailing procurement and purchasing activities, assisting with payroll activities and assisting the Director of Finance with the reconciliation of bank accounts, cash receipts and cash disbursements. Job duties require a strong background in accounting and related bookkeeping activities, dedicated attention to detail, strong interpersonal, organizational and decision-making skills, experience in performing accounting transactions and related administrative tasks and a general knowledge of the programs and services offered by the agency. Job performance is evaluated by the Executive Director unless otherwise assigned through review of the accuracy and thoroughness of accounting and bookkeeping activities, fiscal accountability, accuracy of inventory control procedures and level of financial assistance provided for all programs managed by the agency. Job activities are also subject to state audit, independent auditors and contract/program monitor audits.

Responsibilities:

- Provides assistance to Program Managers and administrative staff on issues pertaining to procurement, purchasing and inventory control.
- Ensures that all purchasing activities comply with budgetary goals and objectives and provides input into budget preparations when necessary.
- Qualifies vendors in accordance with purchasing policies and procedures and assists with obtaining price quotations and/or competitive bids.
- Assists with receiving merchandise and supplies purchased by the agency and processes the paperwork required to pay for items and services.
- Maintains an inventory of office supplies and equipment and reorders as necessary.
- Tags all equipment in excess of \$1,000 and maintains inventory records in an orderly and accessible manner.
- Updates all inventories on an annual basis and ensures that all equipment, vehicles, machinery, etc. are properly accounted for.
- Assists with processing new employee paperwork and performing payroll related activities and functions.
- Assists with talking with salesmen and vendors to obtain product information, prices, availability of items, etc.
- Enters purchasing data and related information into the financial database and produces reports of purchasing and procurement activities.
- Assists the Director of Finance with the reconciliation of bank accounts, cash receipts, and cash disbursements.

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- Assists with reviewing and recording all non-federal cash contributions including grant funds, United Way contributions, fees collected for meals, etc.
- Reconciles all phone bills on a monthly basis and assists with maintaining the accounting filing system.
- Ensures that all supportive documentation is in place for all cash disbursements and other financial transactions.
- Assists with processing accounts payable checks.
- Assists with the receipt and disbursement of all mail for the agency.
- Processes mileage for agency employees, pays fuel bills for agency vehicles, etc.
- ***Performs other duties as assigned to meet the needs of the organization***

Qualifications/Requirements:

- Graduation from an accredited four year high school supplemented with additional training and coursework in accounting, procurement, and purchasing or closely related field;
- experience in corporate accounting and computerized accounting systems; experience monitoring contract provisions and budgets;
- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- The incumbent is subject to a pre-employment and random drug and alcohol screening.
- Bilingual (English/Spanish) preferred.

Knowledge and Skills:

- Considerable knowledge of the agency's purchasing and procurement policies including the qualification of vendors, purchasing limits and budgetary line items.
- Considerable knowledge of standard accounting practices and procedures (GAAP & GASB) pertaining to accounts payable, accounts receivable, reconciliation of accounts, internal controls, procurement and purchasing and inventory control.
- Considerable knowledge of computer database applications including spreadsheet applications, database management, word processing and proprietary software applications utilized by the agency.
- Considerable knowledge of acceptable payroll processes and transactions including the documentation of time, required paperwork, reporting requirements, etc.
- Considerable knowledge of federal and state regulations pertaining to auditing and disclosure requirements.
- Considerable knowledge of fixed assets, inventory maintenance, and depreciation and amortization schedules.
- Considerable knowledge of the federal and state regulations pertaining to taxable and non-taxable income, contractor requirements, etc.
- Knowledge of the programs and services offered by the agency including Head Start, CSBG, LIHEAP, Weatherization, Commodities, EF&S, etc.
- Knowledge of state regulations, grant stipulations, and reporting requirements pertaining to agency managed programs and initiatives.
- Ability to consistently adhere to established financial policies and procedures and ensure the accuracy and integrity of financial information and transactions.

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- Ability to work with detailed and complex information in an accurate, thorough and organized manner.
- Ability to organize work related files and documentation in an organized and accessible manner.
- Ability to maintain organizational standards of integrity while performing work related activities.
- Ability to interact with co-workers, vendors, service providers, contractors, etc. in a courteous, professional and considerate manner.
- Skill in the use of computer hardware components including processing units, keyboards, disk drives, etc.
- Skill in the use of computer software applications including word processing, database management, proprietary software and spreadsheet applications.

Physical Requirements:

Work is conducted in normal office environment. Extensive phone use. Extensive use of video terminal and keyboarding. In normal work day, may stand/walk three hours a day, may sit five hours a day, may drive three hours a week, may use hands for repetitive grasping, pushing and pulling, typing and fine manipulation four hours a day, may use hands at or above shoulder level for one hour a day. In normal workday, may bend, squat, and /or climb frequently. Incumbent is required to regularly lift and move up to (50) fifty pounds. Local travel required as well as occasional out of town travel. May require walking or standing to a significant degree, or sitting most of the time with a degree of pushing and pulling of arm and or leg controls. Travel up to 25-50%.

The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ **Date:** _____