



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
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## JOB DESCRIPTION

**Position Title: Accounting Clerk (Receivable)**

**FLSA: Non-Exempt**

**Class Title: Accounting Clerk**

**Range: 4**

**Reports to: Accounting Manager**

### Position Requirements:

**Education and Experience:** Associate's degree (A.A.) or equivalent in Accounting from a two (2) year college or technical school; one (1) to three (3) years related experience; or equivalent combination of education and experience; or demonstrated capability to perform the job duties.

**Licenses Required:** None.

**Certifications Required:** None.

**Background Investigation Required:** BI through the Bureau of Criminal Apprehension and Search on NSOPW.

**Knowledge:** Accounting principles and procedures; basic to complex arithmetic concepts and applications; word processing and spreadsheet software.

**Abilities:** Perform basic to complex accounting functions; maintain confidentiality; establish and maintain good working relations with staff and vendors; communicate effectively on an oral and written basis; organize and prioritize workload; maintain accounts payable files; work independently.

**Skills:** Dealing professionally with employees and the public; use of computer and other office machines.

### Duties and Responsibilities:

Perform work of moderate to complex difficulty in recording, summarizing, and reporting of financial and accounting data; verify accuracy of information including the ability reconcile accounts; input information in Concur, Intacct, Yardi or other software. General understanding of all accounting processes including payroll, accounts receivable, and accounts payable. Oversee weekly check run and ensure all necessary steps are completed; explain financial and accounting information to others; prepare and distribute reports; preparation of journal entries; assist as needed in annual audit; backup other accounting staff as needed; assist in the deposit of rent and client checks. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date: 1/5/2023

Location: Blaine, MN

Closing Date: Until Filled

Supervisor: K.Sahr

Status: Permanent/FT

Starting Salary: \$17.79 - \$19.57/hr DOQ

Benefits: Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care

Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.

To receive an employment application, go to [www.accap.org/accapcareers](http://www.accap.org/accapcareers)