



**Accounting Clerk
(Regular, Part-time, Non-Exempt)
August 2018**

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families.

We engage our community.

We advocate for systemic change.

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders
- Perform quality work within deadlines
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Purpose

The Accounting Clerk performs clerical and administrative duties along with maintaining accuracy of financial records. They are responsible for reconciling payable and receivable accounts, balancing department budgets, invoicing clients, ensuring prompt payment of invoices and developing and maintaining a comprehensive financial filing system for Administration and Finance.

Essential Responsibilities:

- Ensures all financial resources of Safe Passage are accounted for in an effective and efficient manner
- Maintains data processing procedures related to the accounting system
- Enter and balance accounts receivable and payable on a daily basis
- Assist with other accounting projects in the office
- Make and track deposits made to bank
- Assists in preparation for the annual audit and is onsite during auditor's fieldwork
- Monitor credit card charges, payment discrepancies, refunds, returns and miscellaneous charges
- Maintain orderly financial filing system
- Reconcile control and subsidiary general ledger accounts monthly for DoFA review
- Reconciles cash accounts monthly for DoFA review
- Assists with cost reimbursement contract funding requests
- Works with key staff to coordinate office supplies, equipment, and forms with other administrative staff.
- Supports with administration of benefit packages health, dental, retirement, life, and disability accounts
- Verifies timesheets for accuracy, submits payroll information to service provider as backup for DoFA

Qualifications and Skills:

- Experience in bookkeeping, preferably in a non-profit setting
- Associate Degree in Accounting
- Strong knowledge of MS Office and QuickBooks
- Flexible, resourceful self-starter who can work independently and seeks out all information needed to accomplish tasks
- Excellent communication and administrative skills
- Exceptional organization and time management skills
- Ability to meet deadlines
- Ability to operate calculator, adding machine, and various office equipment.
- Ability to enter and retrieve information from computers.
- Ability to lift boxes containing files and log books weighing 20 lbs

Work Hours

To be determined Monday through Friday 9am to 5pm

Classification, Benefits, and Compensation

This is a part-time (.57 FTE), regular position. Benefits are consistent with Safe Passage personnel policies and relevant state and federal laws. This position will be compensated at an hourly non-exempt rate, based on experience.

To Apply

Send cover letter and resume to spjobs@safepass.org with the subject line "Accounting Clerk." Applications will be considered on a rolling basis.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org. Safe Passage works on a daily basis to earn its position as a justice-centered, employer of choice in Western MA. Toward this goal, Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.