



Job Title: Accounting Clerk
Reports to: Staff Accountant

Starting Pay: \$17 per Hour
Core Hours: Flexible; 15-20 Hours Weekly

ORGANIZATION OVERVIEW

Project R.E.S.T. is a private, non-profit organization providing a multi-faceted assistance program to victims of domestic violence in Spartanburg, Cherokee, and Union Counties, and victims of sexual assault in Spartanburg and Cherokee Counties. Our mission is to use our collective voice to address the impact of domestic and sexual violence by providing quality services to those affected and to create social change through education, training, and activism.

POSITION OVERVIEW

The Accounting Clerk will assist in the daily financial transactions of the agency and in the preparation of monthly invoices for multiple federal, state, and local grants. This position will provide accounting and administrative support to the Vice President of Finance and Administration and the Staff Accountant.

Following the Core Values of Excellence, Integrity, Compassion, Collaboration, and Equity, the Accounting Clerk ensures quality, best-practice accounting assistance is provided for Project R.E.S.T. This is a part-time position in our main office not to exceed 20 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Use QuickBooks to ensure agency revenue and expenditures are properly recognized.
- Analyze and reconcile general ledger accounts monthly.
- Collaborate with team members to prepare documentation required to prepare monthly grant invoices.
- Manage Accounts Payable processing using Bill.com to ensure vendors are paid in a timely manner.
- Assist in the data input and reconciliation of all donations received.
- Prepare weekly bank deposits according to the agency internal controls procedures.
- Assist in the preparation of semi-monthly payroll, to include submitting the banking direct deposit for employees and the appropriate tax and withholding payments to the proper tax authorities and vendors.
- Assist in the preparation and coordination of the annual audit process, and any grant fiscal audit process.
- Assist in the review of the agency accounting internal control policies and procedures to ensure the policies follow generally accepted accounting practices (GAAP) and grant requirements.
- Perform other duties as assigned by the Vice President of Finance and Administration.

PROFESSIONAL QUALIFICATIONS

- Associate's degree in accounting, finance, or similar field of study.
- Experience with QuickBooks or a similar accounting system preferred.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.) and data entry required.
- Experience with Microsoft Teams and SharePoint preferred.
- Experience with Neon CRM preferred.
- Ability to operate office equipment such as phones, computer, scanner, printer, and fax machine.

CORE COMPETENCIES

- Excellent Oral and Written Communication Skills
- Excellent Analytical, Organizational, and Problem-Solving Skills
- Time-Management
- Attention to Detail
- Accounting Knowledge
- Ability to organize, troubleshoot, manage crises, and prioritize work
- Values that align with Project R.E.S.T.'s mission and philosophy
- Driver's license and reliable transportation
- Willingness to engage in trainings

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position.

Project R.E.S.T. treats all clients, volunteers, and staff with consideration and respect regardless of race, religion, age, sex, sexual orientation, national origin, or disability.