



WOMEN'S
BEAN PROJECT

Accounting Clerk Job Description

FLSA Status: Non-Exempt
Job Title: Accounting Clerk
Status: Full-Time, 40 Hours/Week
Pay Schedule: Salary
Salary: \$48,000 - \$56,000 depending on experience
Benefits: Health, Dental, Vision, Life, FSA, and Retirement Plan
Department: Finance
Reports To: Accountant

Grab this rare and great opportunity to become part of the Women's Bean Project administrative staff as our new accounting clerk. If you enjoy a team-oriented environment and have a heart to serve the community, you will find this a great fit. We will be moving to our new, bigger location next spring and so this is an exciting time to join the team.

Job Summary

The primary job function of the Accounting Clerk is to provide assistance to the finance team in the day-to-day accounting functions. This person will have high attention to detail, organized, have excellent clerical abilities, and be willing to do the rote daily accounting tasks.

Essential Job duties

1. Enter/Match the accounts payables for inventory/purchase order transactions. Enter regular accounts payable transactions.
2. Scan and/or Post Check deposits
3. Weekly send out donor acknowledgments and receipts. Send grant funding communications.
4. Assist with answering phones and taking customer calls, as needed.
5. Download, reconcile, code, and enter monthly credit card expenses for company director card accounts.
6. Process weekly check and EFT payment runs.
7. Enter bank transactions. Research ACH donation deposits and correctly enter them into Donor Perfect and Dynamics GP.
8. Provide backup to Office Administrator with Authorize.net, Amazon, Square, and Donor Perfect Deposits.
9. Assist with month-end close process including bank reconciliations, journal entries, and account reconciliations.
10. Assist with annual audit preparation.
11. Assist with inventory administration.
12. Other duties as assigned.

Minimum Education Requirement

Bachelor's Degree or equivalent work experience

Knowledge and Skills

High attention to detail and accuracy; fundamental understanding of bookkeeping/accounting; strong organization skills; experience with accounting ERP systems. Excellent computer skills with experience in using Microsoft Excel, Word, and Outlook.

WOMEN'S BEAN PROJECT

phone 303.292.1919

email info@womensbeanproject.com

web www.womensbeanproject.com

address 1300 W Alameda Ave
Denver. CO 80223



WOMEN'S
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Environment

General office environment with regular office noise. Also in a production environment so will be additional noise during production hours with staff. Concrete and hardwood flooring. Cubicle and open office environment.

Acknowledgement

Other than the completion of marginal functions, all of the above duties and responsibilities are essential service position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position announcement is not all inclusive.

Women's Bean Project does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources.

How to Apply

Please send cover letter (letting us know how you are the perfect fit for this position) and resume to HR@WomensBeanProject.com.

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