<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Accounting Clerk III</th>
<th><strong>Job Class:</strong> Administration</th>
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<tbody>
<tr>
<td><strong>Reports to:</strong> Accounting Manager</td>
<td><strong>Grade:</strong> 4</td>
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<td><strong>Status:</strong> Non-Exempt</td>
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**POSITION SUMMARY**
Applies principles of accounting to analyze financial information and prepare financial reports. Works independently and with minimal supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Compiles and analyzes financial information to prepare entries to accounts. Such as general ledger accounts and documenting business transactions.
2. Analyzes financial information, detailing assets, liabilities, and capital. Prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
3. Audits contracts, orders, vouchers, and prepares reports to substantiate individual transactions prior to settlement.
4. Establishes, modifies, documents and coordinates implementation of accounting and accounting control procedures.
5. Devises and implements systems for general accounting.
6. Audits all accounting processes to ensure accuracy of information; including those of accounts payable, payroll, accounts receivable and general ledger.
7. Coordinates preparation for annual audits, including completion of audit letters of confirmation and balance sheet account schedules.
8. Completes reports required by regulatory agencies.
10. Maintains and follows written procedures for each task or responsibility. Updates procedures as necessary. All procedural changes are approved at a higher level.
11. Responsible for completion of bank reconciliations.
12. Responsible for completion of fixed asset schedules.
13. Coordinates monthly balancing of all general ledger balance sheet accounts.
14. Performs other job duties as assigned.

**SUPERVISORY RESPONSIBILITIES**
As assigned. May include the supervision of Accounting Clerk I and Accounting Clerk II positions.

**JOB REQUIREMENTS**

**EDUCATION**
Bachelor’s degree (BA) from a four-year College or University in accounting, related field or equivalent combination of education and experience.

**EXPERIENCE**
Minimum of three years current experience in accounting, preferably in a nonprofit environment.

**ABILITIES, KNOWLEDGE, SKILLS**
Extensive knowledge of accounting theories and practices. Excellent computer skills with proficiency in spreadsheet, database, and word processing software. Ability to read, analyze, and interpret complex documents. Ability to prepare information using original or innovative techniques or style. Ability to make effective presentations on complex topics to management, public groups, and/or boards of directors. Strong interpersonal skills required.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

________________________________________   ___________________
Employee Signature        Date

________________________________________   ___________________
Administrative Supervisor       Date

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