
Job Title: Accounting and Human Resources Clerk
Position Type: Full Time, Non-Exempt, Hourly
Salary: \$14-\$18/hr
Location: National Ability Center Ranch, Park City, Utah
Supervisor: Finance and Accounting Director

Job Summary

The Accounting Clerk will provide a variety of clerical support and accounting duties focused in the areas of Finance, Human Resources and Information Technology. This full-time position will assist the Finance and HR teams with Accounting, IT and Human Resource responsibilities. Success will be defined through the anticipation of needs, delivery of efficient, accurate, and complete work, development of an understanding of the matters that drive each area, and management of multiple projects and responsibilities. A primary function of this and every position at the National Ability Center is to ensure that each member, guest and visitor receive the highest caliber of service.

Major Tasks and Responsibilities

Finance & Accounting

- Preparation of daily deposits.
- QuickBooks Accounts Payable data entry and filing, check printing and preparation of the check detail report.
- Collection and verification of all receipts.
- Ensure employee expense reports are complete and proper authorizations are obtained.
- Provide QuickBooks reports to grant writer and fundraising team and other staff as needed.
- Prepare and submit monthly sales tax refund reports.
- Update monthly forecast spreadsheets.
- Update donations in Perfect Mind and/or Sales Force.
- Scan AP and AR financial records to server for electronic storage.
- Maintenance of QuickBooks vendor and customer listings and records.

Human Resources

- Provide clerical and administrative support to human resources
- Process new hire paperwork and onboarding procedures

- Tracks required employee information such as driving records, medical examinations and certifications and ensures they remain current

- Maintains and distributes current employee information
- Respond to routine human resource- related information requests and assist with distribution of information as requested to employees

Other Responsibilities:

- Create a nurturing, positive and professional environment while promoting policies and procedures amongst staff, volunteers and community.
- Attend required staff meetings and trainings.
- Provide support to the finance and program department's annual plans, timelines, and budget development.
- Assist with registration database entry and customer inquiries as needed.
- Other duties as assigned.

Required Knowledge and Qualifications

- Two-plus years of experience in accounting field with experience in HR and Information Technology a plus. Preference given to those with an Associate's Degree or higher in accounting.
- Strong computer skills including intermediate or higher level proficiency in Microsoft Word, Excel, Intuit Quick Books, and other business and internet applications.
- Prefer previous experience working with SalesForce.
- Experience with individuals with disabilities and adaptive programming and equipment preferred.
- Ability to accommodate multiple responsibilities and shifting priorities.
- Demonstrated ability to work productively and collaboratively within a team.
- Strong work ethic and commitment to delivering high-quality work aimed at results.
- Accountable to organizational and personal goals and objectives.
- Strong organizational and communication skills, both written and verbal.
- Commitment to a positive, fun and team-oriented working environment.

Benefits

See National Ability Center Employee Handbook for specific details