

Bay Area Turning Point, Inc.

Job Title: Finance Clerk (Part-time)	Job Code:
Department: Administration	Reports to: Chief Financial Officer (CFO)
Effective Date:	FLSA Status: Non-exempt

Position Overview

Hours: 20 Hours Weekly; Hours may be flexible as necessary to achieve program objectives, tasks, activities, and responsibilities.

Summary Description: The Finance Clerk at Bay Area Turning Point, Inc. (BATP) is responsible for supporting the Chief Financial Officer, the Finance Assistant, and BATP operations by representing the Agency's philosophy, policies and procedures, and provides administrative and clerical support to the Agency as a whole.

Essential Duties and Responsibilities

- Payroll
- Allocate invoices and payroll to grants and programs
- File invoices and timesheets
- Return timesheets to employees for corrections, keep track of returned timesheets
- Set up new employees in QuickBooks.
- Take deposits to the bank
- Maintain gift cards, gift card log and gift card inventory; sign credit cards in and out for employees.
- Assist with monthly grant billings (copies, print outs, etc.)
- Assist with grant monitorings
- Assist with annual audit
- Assist with Building Coverage and the crisis hotline

Education and Other Requirements

- High School diploma with some bookkeeping experience.
- Some knowledge of basic accounting principles
- Organized, detail oriented person that can work under deadlines
- Strong computer skills, including Excel. Experience using QuickBooks preferred.
- Strong communication skills, both oral and written
- Ability to maintain confidentiality
- Ability to lift/carry/move a minimum of 40 pounds for an extended distance
- Ability to manage multiple tasks and prioritize changing workloads
- Flexibility to meet the needs of the Agency
- Employment contingent upon positive outcomes of criminal background check
- Must have a current Texas Drivers License with proof of current automobile insurance
- Be insurable with minimum 2 years of verifiable driving experience

I have read and understand the essential job functions that have been outlined in the above job description for Bay Area Turning Point.

Employee Signature

Date

Supervisor's Signature

Date

HR use only	
Job code	
Job Classification	
Management? (Yes/No)	No
Last revised	8/2016

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.