



Tri-County Community *Action Partnership* Position Description

Position Title: Accounting Generalist	
Department: Agency Accounting	Status: Full-time Hourly/Exempt
Pay Grade: Grade 9/Non-Union	Location: Little Falls
Position Reports to: Fiscal Director	

Mission Statement

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

Performs various accounting functions primarily associated with payment of expenses in a timely fashion. Tasks to include review invoices for accuracy, voucher invoices to supporting documents and purchase orders, ascertain proper level of authorization, record expenses and make payments in a timely fashion.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

- Coding and data entry of invoices conforming to standard procedures to ensure proper entry into the financial system.
- Reviews all invoices for appropriate documentation and approval prior to payment.
- Research received not invoiced purchase orders and follow up with vendors and/or purchasing department.
- Handle all vendor correspondence via phone or email
- Investigate and resolve problems associated with processing of invoices and purchase orders.
- Prepares batch check runs and ACH transactions.
- Receive, research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Develop and maintain desk procedures.
- Other duties as requested by management.
- File, maintain, and distribute accounting documents, records and reports.
- Back up for Payroll Processing with access to the agency’s employment database.

Qualifications

- 1-3 years accounts payable experience
- 2 Year Accounting Degree Required
- Highly attentive to detail and accuracy
- Clerical or administrative support experience
- Excellent organizational skills
- Ability to maintain confidentiality
- Proficiency with use of Microsoft Word and Excel

- Ability to learn tasks quickly and efficiently to meet deadlines
- Ability to recognize urgency and prioritize accordingly
- Good communication skills
- Ability to prioritize and meet deadlines

Physical Requirements

- Sedentary work. Ability to lift to 10 pounds occasionally.
- Ability to type and perform other desk-related work.
- Hear, speak, and effectively verbally communicate in the English language, including following oral and written instructions, to communicate with people inside and outside the organization.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date