

JOB DESCRIPTION: Accounting Clerk

DATE: Revised 8/3/23

REPORTS TO: Director of Finance

TYPE: Part-time

JOB TITLE: Accounting Clerk

ROLE SUMMARY:

In general, this individual is responsible for accounts receivable and accounts payable, and monthly account reconciliations. This position reports to the Director of Finance.

PRINCIPAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO –

- Photocopies or copies to server all donations/pledges received and maintains files.
- Reconciles, and enters all daily income including events, cars, memorials, etc., into Raiser's Edge. Maintains appropriate records.
- Handles all accounts payable and maintain appropriate files.
- Reconciles assigned balance sheet accounts at EOM and assist in making appropriate journal entries.
- Assists in preparing & delivering deposits to bank as needed.
- Maintain W-9 records from all vendors.
- Assists in preparation of 1099's at calendar year end.
- Assists in preparation for annual audit.
- Assists with reminders of pledge commitments.
- Assist in set up and maintenance of donor data in Raiser's Edge database program.
- Assists with financial responsibilities on-site at foundation special events.

QUALIFICATIONS

- Associate Degree in a related field; two or more years of experience in accounting/finance. Non-profit experience highly preferable.
- Proficient in Microsoft Office. Experience with ERP database software; Blackbaud Financial Edge/Raiser's Edge highly preferable.
- Outstanding oral and written skills.
- Ability to manage multiple priorities simultaneously.
- Ability to work in a fast-paced and changing environment.
- Excellent organizational and analytical skills, including attention to detail.
- Ability to work during normal business hours, including some nights and weekends, if necessary.
- Ability to communicate with colleagues and outside donors/vendors in a respectful, diplomatic and productive way.

OTHER EXPECTATIONS

- Understands the mission and values of NKF AZ.

- Respects and maintains confidentiality at all times.
- Works collaboratively with colleagues in a team environment.
- Ability to work under pressure, meet deadlines and function independently as well as a team member.

EMPLOYEE BENEFITS:

We provide a competitive salary based on prior experience, along with accrued vacation time for part-time employees. Following a period of in-office training, this part-time position would be a hybrid between some in-office days and some remote work-from-home days. This position offers the opportunity to help continue vital kidney programs that have impacted the lives and families of Arizonans for 60 years.

APPLICATION PROCESS:

Qualified applicants should email a resume to: HR@azkidney.org with the subject header: Accounting Clerk Position. Cover letters are encouraged. No phone calls, please.

NKF AZ is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation, or any characteristic protected under applicable law.

About the NKF AZ | The National Kidney Foundation of Arizona is a statewide non-profit foundation dedicated to providing education about Chronic Kidney Disease (CKD) and helping kidney disease sufferers overcome the medical, financial and logistical challenges of CKD. This year, the Foundation commemorates its 60th anniversary of providing dynamic programs, direct patient support, kidney health initiatives and organ donation awareness. For more information, visit www.azkidney.org.