

Job Title:	Senior Accounting Clerk		
Location:	Tucker, GA	Travel:	Not often
Level/Salary:	\$55,000	Position Type:	Exempt, Full-time – 40 hrs/week
Submit application:	https://form.jotform.com/231075176958162	Questions :	Jill@gc4recovery.org
<p><i>Georgia Council for Recovery (GC4R)</i> is a non-profit organization with the mission to increase the impact of substance use recovery in Georgia's communities through education, advocacy, training, and direct peer services. We educate, advocate, and create safe and empowering spaces that support the dignity and value of what's right and what's working with individuals, communities and systems. GC4R offers a highly attractive compensation package that includes competitive wages, paid holidays, wellness days, paid time off, healthcare options, and more.</p>			

Job Purpose:

The Senior Accounting Clerk will ensure complete and systematic accounting records of receipts and disbursements in the organization by performing complex clerical and bookkeeping tasks and applying accepted procedures in preparing and maintaining accounting records.

Duties / Responsibilities:

- **GENERAL ACCOUNTING.** Prepares financial reports and accounting statements. Posts journal entries to general ledger. Generates summary sheets for use by supervisor or auditor. Assists HR in submitting payroll and preparing payroll reports. Proofs accounting reports for clerical accuracy.
- **GRANTS & CONTRACTS ACCOUNTING.** Allocates expenditures to correct accounts, contracts, or funding sources according to departmental procedures. Works closely with the Assistant Executive Director to create proper coding for and assignment of work to appropriate contracts and funding sources.
- **COLLABORATE AND BUILD GC4R TEAM.** Support the work of Georgia Council for Recovery and collaborate with members of other programs to promote the overall mission and work of GC4R.
- **PRESENCE AND ATTENDANCE.** Report to work as scheduled. Follow agency procedure for reporting absence.
- Other duties as assigned.

Required Skills / Abilities:

- Ability to learn and work quickly.
- Maintain positive, professional attitude.
- Ability to treat all individuals with dignity and respect.
- Cultural competency skills and experience with culturally diverse populations
- Strong customer service ethic.
- Thorough understanding of bookkeeping practices and procedures and the ability to train others in related practices and procedures.
- Excellent organizational skills and attention to detail and deadlines.
- Ability to follow verbal and written instructions.
- Proficient in Microsoft Office Suite or similar software.
- Proficient in QuickBooks.
- COVID-19 vaccination required – you may speak with HR or the hiring manager if you have questions about this.

Education and Experience:

- Degree in Accounting or Business, or equivalent experience, required.
- At least three years of increasingly responsible experience in Accounting; related business school or college courses may be substituted for up to one year of experience.
- Non-profit accounting experience strongly preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours).
- Must be able to lift 15 pounds at times.