American Philosophical Association
Accounting Clerk

Hours: 15-20 per week
Compensation: Commensurate with experience
Supervisor: Amy Ferrer, Executive Director
Agency: American Philosophical Association

Description
The American Philosophical Association (APA) seeks an accounting clerk to maintain the general ledger, process receipts and disbursements, reconcile bank accounts, coordinate and monitor the annual budget, draft monthly financial statements, gather documents and prepare schedules for the annual audit and tax returns, maintain files of financial documents, assist with registration at divisional meetings, and perform other tasks as assigned. The accounting clerk will report to the executive director and will receive guidance and oversight from an outside accounting consultant. The accounting clerk also will support the work of the secretary-treasurers of the APA's divisions.

Qualifications
Candidates should possess an associate's degree in accounting and have at least three years of relevant experience, or they should possess a bachelor's degree in accounting and have at least one year of relevant experience. Experience with not-for-profit entities is preferred but not required.

Duties
Accounts Payable
- Process invoices and payment request forms
  - Post in accounting system
  - Prepare checks or other forms of payment
- Monitor outstanding vendor invoices

Accounts Receivable
- Download receipt reports from APA systems
  - Reconcile receipts between systems and with bank reports
  - Post in accounting system
- Deposit cash and checks received
  - Post in accounting system
- Bill clients for certain APA services/programs not handled by other staff
- Monitor outstanding client invoices

Cash Management
- Reconcile bank statements
- Record investment activity from investment statements
Financial Reporting

- Maintain records of fixed assets and prepaid assets
- Post monthly journal entries for amortization and depreciation
- Reconcile trial balance amounts to supporting schedules
- Draft monthly financial statements for review by the executive director and accounting consultant
- Assist in gathering documents and preparing schedules for annual audit and tax returns
- Monitor actual results against budget

Other

- Order supplies (e.g., blank check stock) as needed
- Work registration desk at divisional meetings
- Complete other projects as requested
- Gather information for annual budget process
- Maintain files of financial information

To Apply

Fill out the application form on our website at http://www.apaonline.org/?page=employment. The application deadline is Friday, March 11.