Job Classification: Part Time/Non-Exempt
Reports to: Director of Finance and Compliance

Daya is seeking an experienced and motivated Accounting Clerk. Ideal candidates will be extremely detail oriented and highly organized. They will be able to independently solve problems and have strong (written and verbal) communication skills. The candidate must be a self-starter, who is able to work autonomously on multiple ongoing projects.

The Accounting Clerk reports to the Director of Finance & Compliance and ensure that all accounting operational aspects of Daya are handled accurately and efficiently. Specific duties include, but are not limited to:

Primary Areas of Involvement and Duties:

- **Accounting**
  - Maintain complete filing system to support and track all financial information
  - Review check requests, expense reports, and other requests for payments
  - Check and verify source documents such as invoices, receipts and other documents
  - Communicate with staff members regarding accounting systems and controls
  - Post all financial transactions to QuickBooks
  - Prepare checks, payments and bank deposits
  - Prepare, review, and analyze monthly financial statements with the Director of Finance & Compliance
  - Complete any necessary monthly journal entries such as cost allocations, recognition of prepaid expenses, and re-classes of expenses or income
  - Assist with annual external audits
  - Assist with financial grants reporting
  - Create financial reports
  - Maintain, review, and update electronic donation spreadsheets
  - Manage donor software and post donation entries
  - Monthly reconciliation of accounting software to donor management system
  - Provide reports from accounting and donor software as needed
  - Prepare and send out in-kind donation receipts

- **Human Resources Support**
  - Manage and collect W-9’s
  - Assist with preparation of 1099’s
• Purchasing & General Office Needs
  o Communicate with vendors about payments and discrepancies
  o Maintain office supply requests and complete orders
  o Check mail
  o Serve as frontline to answer helpline calls

Required Qualifications
• Degree in accounting or relevant field and at least 2 years of relevant work experience
• Strong computer skills, working with QuickBooks Online and MS Office Suite
• Proficiency in computer programs and databases such as Google Sheets, Kindful, and Dropbox
• Candidates must have a valid driver’s license and auto insurance
• Authorization to work in the United States
• Experience in non-profit accounting desirable

Pay rate $17-$19/hr.
References may be requested at a later stage.