



## Accounting Clerk

### Position Overview

Our client, **Shelterhouse**, located near downtown Cincinnati, is a community of residents, staff, and volunteers working together to provide basic human services for the men and women of the Greater Cincinnati area who are experiencing homelessness. They pride themselves on providing unconditional care and compassionate assistance for both men and women – while empowering those without resources to move from homelessness and destitution to shelter and stability.

They are looking for an **Accounting Clerk** to join their strong and collaborative team. The **Accounting Clerk** is responsible for ensuring accounts are accurate and reconciled monthly in addition to providing significant support to the Finance Department. The ideal candidate has a desire to make an impact on their community. They will enjoy a collaborative work environment where everyone pitches in to get things done. If you have a passion for helping others with an ambitious attitude, let's chat!

### Key Responsibilities

- Process bi-weekly payroll
- Perform monthly account reconciliations, allocating expenses, such as expenses and allocation
- Participate in month end closing including reconciling accounts
- AP/AR processing
- Manage all invoicing and journal entries with QuickBooks
- Generate monthly billing for multiple grants
- Participate in audits including annual government audit
- Support Accounting Manager with monitoring, analysis, and other projects as assigned
- Work with staff/vendors to receive payment approvals and information/documentation for expenses

### Requirements

- Bachelor's Degree in Accounting is preferred
- 3-5 years of experience in Accounting
- Experience working within a small accounting department within a non-profit or small business
- QuickBooks Pro Experience
- Basic computer literacy (typing/data entry, managing email, basics of Excel, PowerPoint, Word)
- Excellent written and oral communications, strong time management, organizational skills, with attention to detail

### Desired Attributes

- Ability to establish goals and manage time to adhere to deadlines
- Self-motivated, Disciplined, Detail oriented and takes initiative
- Strong knowledge of Accounting (AR/AP, Reconciliation, Payroll processing, Audits, Invoicing)
- Comfortable working in a fast-paced environment

**Benefits & How to Apply**

**Benefits include a competitive base salary, being part of a growing company, as well as a competitive and comprehensive benefits package including 401k, attractive healthcare coverage, dental, vision, and employer-paid life insurance, ample paid time off, and a consistent in-office work schedule.**

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to [tiesha@asliceofhr.com](mailto:tiesha@asliceofhr.com).