

## ACCOUNTING CLERK

TFS is a small-but-mighty human services agency with life-saving programming in the areas of family safety, financial stability, and mental health. We are seeking an Accounting Clerk to join our Finance Team to provide support for programs and functions across the organization through the execution of sound financial procedures and a commitment to accuracy and compliance.

This position will be responsible for maintaining an orderly and comprehensive accounting filing system and following policies and controls that ensure the integrity of agency financials. Success in this setting will require flexibility, trustworthiness and a solution-driven mindset.

Job duties include but are not limited to the following:

- Process and pay all invoices in a timely manner, ensuring necessary supporting documentation is provided.
- Receive, record, and create deposits for all organizational revenue.
- Verify, allocate and post all financial transactions.
- Conduct monthly reconciliation of receipts.
- Complete required activities for timely and accurate monthly close.
- Collect and maintain required documentation from vendors.
- Other duties as assigned.

The ideal candidate will have:

- An accounting degree or equivalent;
- 1-3 years of work experience in a bookkeeping and/or accounting role;
- proficiency in QuickBooks and Excel;
- demonstrated ability to multitask, pay attention to detail and manage time well; and
- a commitment to quality customer service.

Currently (during the pandemic), TFS is operating on a hybrid model that includes some in-office and some remote work.

TFS is an equal opportunity employer that strives to be a diverse workforce that is representative of the clients and community we serve.

If this sounds like the right fit for your personality, skill set and professional pursuits, **please send your resume and cover letter to [resume@tfsnc.org](mailto:resume@tfsnc.org), with the name of the position in the Subject Line.** We look forward to hearing from you! Please note that TFS reserves the right to modify titles, scopes of work and salaries included in offers of employment in alignment with the skills and strengths of applicant finalists.

Our benefits include medical coverage through United Health Care and ancillary coverage through MetLife including dental, vision, short- and long-term disability and life insurance. TFS pays for the employee's ancillary coverage. Employee pays a minimal

biweekly cost for medical coverage. There is a TFS 403b plan (similar to a 401k) available. The agency closes for ten (paid) holidays throughout the year. Three weeks of PTO are made available to regular full-time employees at the beginning of each calendar year (pro-rated according to start date). There is a 90-day waiting period for planned PTO after hire.