

# INCA Community Services, Inc.



## Job Description

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|------------------|---|--------------------|-------------------------|
| <b>Title:</b>    | Assistant Bookkeeper/ Corporate Secretary | <b>Reports to:</b> | Financial Director      |
| <b>Program:</b>  | Multi-Split                               | <b>Status:</b>     | Full-Time/Full Benefits |
| <b>Approved:</b> | August 2021                               | <b>Wage:</b>       | (see Salary Scale)      |

### Job Summary:

Serves as the Assistant Bookkeeper to ensure internal control of the day-to-day financial department operations and back up for payroll. Responsible for the Purchase Order Log.

Serve as Purchasing Agent for the agency's purchasing needs. Works with all programs in order to secure supplies and purchases throughout the agency in a time and cost efficient manner.

Serve as the Corporate Secretary for the Board of Directors. The secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. Coordinate and manage administrative details and logistics for agency board meetings including providing board members and support staff with calendar and logistics for meetings.

*This position has episodic access to a vulnerable population.*

**Position requires availability to work various shifts on weekdays, weekends, evenings, and holidays.**

### Responsibilities and Duties:

#### Assistant Bookkeeper:

- Works with the Financial Director to learn and serve as backup on accounts payables, receivables, payroll, and financial information related to programs within the agency.
- Responsible for Purchase Order Log: Maintain an effective log/data system to accurately track each purchase order.
  - a. Processes purchasing requests in accordance with established purchasing rules and regulations.
  - b. Ensures that all necessary paperwork is received from program personnel in a timely manner.
  - c. Track the status of purchase orders. Assures all documentation is complete and accurate.
- Assists with filing, data entry, and recording to maintain accurate and complete financial record
- Assists with implementing and maintaining internal financial controls and procedures.
- Deposits all incoming checks in program bank accounts whenever needed.
- Assists in the preparation of payroll.
- Responsible for Inventory Tracking System: Compiles and maintains an inventory of all agency programs equipment. Performing physical inventory test counts.
- Assists with coding all transactions to proper general ledger accounts.
- Assists with completing all reports to funding sources as required by Federal and State regulations.
- Take on additional tasks or projects to learn more about bookkeeping and office operations.

#### Corporate Secretary:

- Responsible for the proper management and utilization of important records such as meeting minutes and the organization's bylaws.
- In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary:

- Submits various reports to the board,
- Meet legal requirements such as annual filing deadlines;
- and performs other duties as the need arises and/or as defined in the bylaws.
- Responsible for the Board of Directors Calendar, timeline and deadlines.
- Responsible for ensuring that documents necessary to maintain the corporation are filed and in good standing.
- Board Meetings:
  - Attends all board meetings.
  - Serves as Secretary as a non-voting member.
  - Ensures that proper notification is given of directors' meetings as specified in the bylaws.
  - Timely distribution of materials such as agendas and meeting minutes.
  - Records and prepares board minutes of meetings, ensures their accuracy, and availability.
  - Ensures that official records are maintained of members of the organization and Board.
  - Ensures that these records are available when required for reports, elections, referenda and other votes, etc.
- Documentation:
  - Reviewing and updating documents as necessary
  - Ensuring all documents are safely stored and readily accessible
  - Updating the organization's bylaws and maintaining its articles of incorporation
  - Up-to-date records of its membership
  - Knowledgeable of the organization's records and related materials and any other materials which will assist them in fulfilling their fiduciary duties.
- Board Meeting Packets:
  - Responsible for the preparation, accuracy and distribution of the monthly board meeting packets.
  - Securing necessary supporting documentation for board agenda items including board minutes, financial reports, proposed budgets, and important documents supporting each line item.
  - Distribution of board packets to board members and leadership staff no later than 48 hours before meeting.
- Board Committee Meetings:
  - Prepares agenda and packets,
  - Ensure proper notification is given to Board Committee members,
- Ensure succession planning by working with the Governance Committee in the conduction of the elections for low-income positions, notification of expiration of terms and recruitment of board members.
- Responsible for the agency CONFAX, Organization Standard submission, and other documentation required by funding sources dealing with the Board of Directors.
- Will serve as a notary for the agency.

### **Purchasing Agent:**

- Adheres to purchasing policies, processes and procedures specific to funding source and agency.
- Negotiates with vendors for goods and services, negotiating the best possible price and service guarantee.
- Develops new supply sources where vendors are inadequate.
- Develops bids, reviews and makes recommendations for awards.
- Negotiates blanket purchase orders when appropriate and monitors cost during the time period.
- Checks requisitions for appropriate approval and account numbers.
- Traces delinquent arrivals from purchase orders.
- Carries out inventory control.
- Engineers processes and procedures to coordinate product deliveries.
- Responsible for coordinating, distributing, and delivering items to agency offices and classrooms, including loading/unloading agency vehicles and ensuring all steps needed for items to reach their destination.

### **General Duties:**

- Attend work punctually and regularly to provide consistency of service.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.

- At all times maintain a professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines
- Will adhere to the dress code set by the agency.
- Perform other program-related assignments as designated.

### **Supervisory Relationships:**

Works under the direct supervision of the Financial Director.

### **Knowledge and Skills:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.*

- Strong verbal and written communication skills;
- Accuracy and good attention to detail;
- Ability to do the same task for a long periods of time;
- Self-Motivated;
- Ability to work independently and as part of a team;
- Ability to read, interpret and implement agency guidelines efficiently and effectively;
- Ability to deal effectively with the public;
- Maintain confidentiality with tact and discretion;
- Typing, 10-key, grammar and composition

### **Qualifications:**

#### **Experience:**

- Preferred experience in bookkeeping duties.
- Proficient in computer usage such as Microsoft Word and Excel.
- Must have good organizational skills, attention to detail, and the ability to process information accurately.

#### **General:**

- Must be at least 21 years of age or older.
- Must have reliable transportation with at least liability insurance and a valid Oklahoma driver's license.
- Willing to participate in training as assigned by the immediate supervisor.

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sit for extended periods of time.
- Clear and understandable speaking ability.
- Good hearing. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that others may understand at normal levels.
- Be able to operate a motor vehicle for long periods of time.
- Must be able to lift and/or carry up to 50 pounds.
- Must be able to stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move accordingly.
- Some exposure to offensive language, angry individuals and threats.

### **General Qualifications:**

Pre-employment drug testing, must pass a national criminal background check which includes criminal and sex offender registry. Must also pass a national fingerprint background with no crimes against children or seniors. No person who has been convicted of any felony conviction for any crime against a person shall be hired as an employee. No person who has been convicted of a misdemeanor for a crime against a person, within the immediate past five (5) years shall be hired as an employee.

**INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER**

**Acknowledgment:** I acknowledge receipt and understand the contents of this job description.

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| Employee Signature: |  | Date: |  |
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