



# Community Housing Improvement Program

## JOB DESCRIPTION

<b>DEPARTMENT</b>	Accounting	<b>LOCATION</b>	CHIP Office, Chico	
<b>JOB TITLE</b>	Accounting Clerk	<b>REPORTS TO</b>	Accounting Supervisor	
<b>TYPE OF POSITION</b>	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Non-Exempt		<b>HOURS</b>	40 per Week

### JOB PURPOSE

- The Accounting Clerk is responsible for providing excellent financial, administrative and clerical support to ensure effective, efficient, and highly accurate financial and administrative operations.

### JOB FUNCTIONS

#### Essential Responsibilities:

- The Accounting Clerk is responsible for the accounts payable process.
- Provide guidance to CHIP and property management staff regarding the processing of accounts payable.
- Assist with monthly closing and annual property audits.
- Respond to internal and external inquiries in a timely manner.
- Cross train with other positions within the accounting department and provide back up to accounting staff members as needed.
- This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change.

#### Essential Duties:

- Process and post accounts payable in the accounting system.
- Prepare checks, obtain appropriate signatures, and disburse checks.
- Ensure payment requests have proper authorization, coding, and documentation and are mathematically accurate.
- Investigate discrepancies and unusual items.
- Maintain vendor files of paid invoices and check stubs.
- Prepare bank deposits for recording in the system.
- Issue 1099's for the prospective properties and CHIP.
- Prepare and maintain a file of credit applications for approval and signature.
- Prepare other reports and duties as assigned.



# Community Housing Improvement Program

## JOB DESCRIPTION

<b>DEPARTMENT</b>	Accounting	<b>LOCATION</b>	CHIP Office, Chico
<b>JOB TITLE</b>	Accounting Clerk	<b>REPORTS TO</b>	Accounting Supervisor

### REQUIRED KNOWLEDGE AND SKILLS

- Associates degree preferred.
- Minimum of two years accounts payable experience required.
- Strong understanding of basic accounting principles.
- Experience working with fund accounting software.
- Must be computer savvy and have the ability to operate a personal computer and 10-key by touch.
- Proficient in Microsoft Office applications (Excel, Word, Outlook) and Windows operating systems.
- Highly organized, with a strong attention to detail and have the ability to manage multiple responsibilities effectively under pressure to meet deadlines.
- Strong interpersonal skills and have the ability to work well in a team environment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to think through, evaluate and solve problems logically and independently.
- Desire to work with a community based, non-profit organization.

### QUALIFICATIONS

Must have reliable vehicle, current valid California Driver's license and be insurable under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

### PHYSICAL REQUIREMENTS

See Attached

Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available as necessary. Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

### WORKING CONDITIONS

See Attached



# Community Housing Improvement Program

## JOB DESCRIPTION

<b>REVIEWED BY</b>	Holly McCormick	<b>TITLE</b>	Director of Finance
<b>APPROVED BY</b>	David Ferrier	<b>TITLE</b>	President\CEO
<b>DATE DEVELOPED</b>	May 18, 2016	<b>DATE REVISED</b>	September 29, 2017
<b>SUPERVISOR'S SIGNATURE</b>			
<b>EMPLOYEE SIGNATURE</b>			

Employment with CHIP is at will for the employee and the employer. CHIP is an equal opportunity employer.

Community Housing Improvement Program, Incorporated (CHIP) is a private, non-profit corporation, which has been in business since 1973. CHIP's mission is to improve, expand and provide housing and related services to Butte, Glenn, Tehama, Shasta, Yuba, Sutter and Colusa Counties and other areas of northeastern California.

## Physical Demands and Working Conditions Assessment

Position Title:	<b>Office Staff</b>
Date:	<b>6/17/2014</b>

### Activity Requirements (check as many as may apply)

X	Standing	Standing is required for sustained periods of time.
X	Walking	Workers are required to move about on foot to accomplish tasks, particularly for long distances or to move from one work site to another.
	Balance	Workers are required to maintain balance when walking, standing or crouching, even on narrow, slippery or moving surfaces. Check only if the amount of balancing required could be considered excessive or out of the ordinary.
X	Climbing	Workers are required to go up and/or down stairs, ladders, scaffolding, poles, etc. using their feet/legs and/or hands/arms. Check only if the amount and kind of climbing required could be considered excessive or out of the ordinary.
X	Reaching	Requires workers to extend their hands/arms in any direction.
	Stooping	Workers are required to bend down and forward from the waist. Check only if a considerable amount of stooping occurs and if it requires full motion of the legs, feet and back muscles.
	Kneeling	Requires bending legs at the knee to come to a rest on knee(s).
X	Crouching	Requires bending the body downward and forward by bending the leg(s) and spine.
	Crawling	Workers are required to move about on hands/knees or hands/feet.
	Pulling	Requires using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
	Pushing	Requires using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
	Lifting	Workers are required to raise or lower objects or move objects from place to place. Check only if considerable lifting is required and includes substantial use of upper arms/hands and back muscles.
X	Fingering	Requires picking up, pinching, twisting, typing or working primarily with fingers (as opposed to working with the whole hand).
X	Grasping	Workers are required to hold onto objects with their fingers/palms.
X	Talking	Requires workers to express themselves by speaking. Includes conveying detailed or important spoken instructions accurately, loudly, or quickly.
X	Hearing	Workers are required to distinguish sounds at normal levels (with or without correction) and be able to receive detail information orally, and to discriminate between sounds.
X	Repetitive Motion	Requires workers to move their wrists, hands, and/or fingers repetitively.
	Other	

### Physical Requirements (check only one)

X	Sedentary Work	Requires workers to expend up to 10 pounds of force occasionally and/or smaller amounts of force frequently. The force is used to lift, carry, pull or otherwise move objects. Jobs are considered sedentary if walking and standing are required only occasionally.
	Light Work	Requires workers to expend up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or smaller amounts of force frequently. NOTE: If the work requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
	Medium Work	Requires workers to expend up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force routinely.

### Physical Demands and Working Conditions Assessment

	<b>Heavy Work</b> Requires workers to expend up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force routinely.
	<b>Very Heavy Work</b> Requires workers to expend over 100 pounds of force from time to time and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force routinely.
	Other
<b>Visual Requirements (check only one)</b>	
X	Workers are required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects, operating machinery; using gauges and other measuring devices; and/or assembling parts with close eye contact.
	Workers are required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry, plumbing, painting, and repairing machinery.
	Workers are required to operate motor vehicles and/or heavy equipment such as forklifts, backhoes, and/or bulldozers.
	Workers are required to review/inspect their assigned work, the work of others, or facilities or structures.
	Other
<b>Working Conditions (check as many as may apply)</b>	
X	Workers are subjected to inside environmental temperature changes.
	Workers are subjected to outside environmental factors with no structural protection from the weather.
	Workers are subjected to both inside and outside environments.
	Workers are subjected to extreme temperatures that are typically below 32 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.
	Workers are subjected to extreme temperatures that are typically above 100 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.
	Workers are subjected to excessive noise including enough noise to cause workers to shout in order to be heard above the ambient noise level.
	Workers are subjected to vibrations and/or oscillating movements of the hands/arms, legs/feet, or whole body.
	Workers are subjected to hazards such as: operation of and/or proximity to machinery with moving parts; moving vehicles; high voltage electricity; scaffolding/high places; and/or high heat or hazardous chemicals.
	Workers are subjected to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dust, mists, gases and/or poor ventilation.
	Workers are frequently in close quarters such as: crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
	Workers are required to function in narrow aisles or passageways.
X	None. The worker is not substantially exposed to adverse environmental conditions (normally engages in typical office or administrative work).
	Other
<b>Approvals</b>	
Supervisor:	
Program Director:	
H.R. Staff	