

**Community Resource Services (CRS)
Position Description, December 2024**

Position Title: Bookkeeper/Assistant Client Coordinator

Immediate Supervisor: Executive Director

Overall Responsibilities/Core Values: An at-will employee who performs work of a diverse nature; serving under the direction of the Executive Director. Adheres to the Agency's core values: respectfulness, compassion, confidentiality, responsiveness, empowerment and stewardship.

Bookkeeper

Conducts bookkeeping, accounting, and clerical/administrative functions. Assists with budget preparations; accounts payable; prepares deposits; reconciles bank accounts and restricted grant expenditures; balances general ledger; reconciles entries; assures expenditures are in accordance with funding intentions, and best practices for ED and Board of Directors. Prepares reports, statistics, correspondence and other information as needed. Helps to maintain accounting files. Manages gift card purchases and reporting.

Assistant Client Coordinator

Provides assistance, as needed, to Client Coordinators in such areas as the food pantry, the prevention of utility disconnection, emergency housing needs, emergency medical expenses assistance, and household budgeting. May conduct one-on-one counseling or calls to provide assistance. Prepares reports, statistics, correspondence and other information as needed. Helps to maintain updated files and compile needed information and resources. Other responsibilities as designated by Executive Directors' discretion.

Knowledge, Skills and Abilities:

- Bachelor's Degree preferred.
- Minimum of 1-2 years of fund accounting experience preferred.
- Ability to work well under pressure while handling multiple priorities, details and deadlines.
- Outstanding written and verbal communication skills.
- Must project a positive attitude about CRS, both within the agency and the community.
- Excellent organization and prioritization skills required with attention to detail.
- Ability to analyze information, problem-solve and research possible solutions to meet agency needs.
- Ability to work independently and also willingness and ability to work as a team.
- Strong computer skills including excel is mandatory.

Supervision Received:

Receives general supervision and training as needed.

Contacts:

Regular contact with other staff members, donors, and clients. Some interaction with the Board of Directors and the agency's committee chairs as needed. Some contact with various groups in the community such as civic organizations, businesses, schools, churches, utility companies, and other social service agencies, requiring a highly professional approach in representing CRS and its mission.

Working Conditions:

High traffic office environment with an understanding of the pulse of the community.

Hours:

This is a part-time position with a regular week being 20-25 hours (Monday-Friday) with an adjustment to work additional hours as necessary. Summer schedule, (Memorial Day – Labor Day) is 16-20 hours (Monday – Thursday).

The CRS office is closed from Christmas Eve – New Year's Day, MLK Day, President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the Friday after Thanksgiving. The office is also closed on Fridays from Memorial Day through Labor Day.

Pay Rate: \$15.00/hour

PTO: 80 hours (accrued) after 90-day probationary period.

Please send letter of interest and resume to aalcrs@aalcrs.org.

Deadline to apply: December 31, 2024