



June 1, 2025

**Title:** Accounting Clerk  
**Reports to:** Executive Director  
**Status:** Part-Time (with potential for Full-Time)

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### Summary:

The Accounting Clerk supports the financial operations of McPherson Housing Coalition, Inc. by performing general bookkeeping, financial record-keeping, and clerical tasks. This position plays a key role in maintaining accurate and timely financial data to ensure the organization meets its reporting and compliance obligations.

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### Position Overview:

This is a **part-time position** (approximately 20–25 hours per week) with **regular weekday hours**. No weekends, nights, or overtime are required. The position may have the **opportunity to expand into full-time** based on organizational needs and additional responsibilities.

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### Primary Responsibilities:

#### 1. General Accounting

- Process accounts payable and accounts receivable
- Record deposits and maintain accurate general ledger entries
- Reconcile monthly bank statements
- Track income and expenses by funding source or grant
- Support payroll processing and payroll-related reports

#### 2. Financial Reporting

- Assist with preparation of monthly financial reports

- Maintain accurate digital and paper financial records
- Prepare documentation for grant reports and audits

### **3. Administrative & Office Support**

- Support the Executive Director with finance-related tasks
  - Communicate with vendors and assist with invoice inquiries
  - Organize receipts, bills, and financial documents
  - Provide general office assistance when needed
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### **Qualifications:**

- Associate's degree or equivalent experience in accounting, finance, or business administration (preferred)
  - Minimum 2 years of accounting or bookkeeping experience (nonprofit experience preferred)
  - Proficiency in QuickBooks and Microsoft Office Suite (especially Excel)
  - Strong attention to detail, organization, and follow-through
  - Ability to maintain confidentiality and integrity in handling financial information
  - Strong communication and time management skills
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### **Compensation & Schedule:**

- **Part-time hourly position (20–25 hours/week)**
  - **No nights, weekends, or overtime required**
  - Salary range dependent on experience
  - Possibility of full-time employment with expanded duties
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**McPherson Housing Coalition, Inc.** is an equal opportunity employer and values diversity in the workplace. All qualified applicants are encouraged to apply.

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