



UNITED COMMUNITY OPTIONS OF MIAMI

EMPLOYEE JOB DESCRIPTION

NAME: _____

DEPARTMENT: HIALEAH CENTRAL

POSITION: BOOKKEEPER

DATE EMPLOYED: _____

Specific Duties & Responsibilities
1. Receive, stamp and process mail daily.
2. Review emails daily for documents/invoices received via email.
3. Daily data entry processing in general ledger system – A/P, deposits, journal entries
4. Review invoices for accuracy and completeness. Obtain necessary approvals and supporting documents as needed.
5. Match invoices with applicable supporting documents i.e. P.O's. Code invoices for processing.
6. Enter invoices and EFT's in Accounts Payable system. Process checks as needed.
7. Mail/distribute checks
8. Prepare documentation for weekly electronic transfers.
9. Process Petty Cash requests and replenishments.
10. Prepare and record manual checks as needed.
11. Process HUD related invoices and reconcile HUD payments received.
12. Reconcile monthly vendor and credit card statements.
13. Maintain daily cash flow schedule and reconcile balance to monthly bank statement.
14. Perform monthly bank reconciliations as assigned.
15. Prepare Journal Entries as assigned.
16. Assist in reconciling intercompany balances.
17. Assist in monthly distribution of variances and related documents.
18. Maintain copies of donations, capital expenditures, insurance payments and other documents that may be needed for year-end audit.
19. Assist in preparation of year-end audit schedules as assigned.
20. Assist in year-end audit and audit requests.
21. Participate in budget process/meetings to facilitate preparation of annual budget.
22. Maintain daily filing and year-end boxing and labeling of fiscal year end documents.
23. Assist Senior Accountant as needed.
24. Maintain Accuracy.
25. Maintain Confidentiality.
26. Maintain work area clean and organized.
27. Perform all other related duties as assigned.

SPECIFIC DUTIES & RESPONSIBILITIES

Job Title: **BOOKKEEPER**
 Supervisor: SENIOR ACCOUNTANT
 Dept/Div.: DIV. 110 – CENTRAL
XX Non-Exempt (hourly)

Computer Related Duties and Responsibilities ---Self Assessment

The purpose of this section is to act as a reminder of UCO’s policies that will maximize effectiveness and efficiency of employee’s computer and UCO’s network. Following these guidelines will protect the valuable information in our computers and save time and resources for you and the IT department. Identify items that need to be a Goal(s) and indicate if you need training.

1 Electronic media is not be used for discriminatory, harassing or obscene communications, personal gain, advancement of individual opinions, or for any other purpose which is illegal or against agency policy or UCO’s interest.

2) Employee does not...

- Transmit, retrieve, download or store derogatory, offensive, defamatory, etc. messages or images.
- Make threatening or harassing statements to another employee, client or outside party.
- Transmit, retrieve, download or store messages relating to Equal Opportunity protected categories (race, sex, etc.).
- Send or receive copyrighted or confidential materials without prior authorization.
- Solicit personal business opportunities or personal advertising.
- Gamble, monitor sports score or play electronic games.
- Use a code, access a file, retrieve stored information or disseminate information unless authorized to do so
- Upon termination, no employee shall remove any software or data from agency computers.

3) Employees does...

- Utilize the TCG Helpdesk helpdesk@UCOsouthflorida.org or call 1-866-950-9870 for assistance
- Check their e-mail at least twice each work day.
- Utilize encryption software to send protected messages
- Properly log-off their computers at the end of their shift, unless instructed otherwise.

4) The standard best practices below are observed and practiced:

- Protect system by not opening unsolicited emails or downloading freeware or listening to or downloading streaming video
- Review junk email daily or at least weekly in order to “unjunk” emails or move to in box that you want keep
- Protect confidential and information by saving to H drive personal user file and not C drive
- Purge files in H drive personal user file and emails periodically to save space;
- Use scan feature and printing to copy machine if available
- Internet use—plan sessions to be as efficient as possible and closes site when leaving the computer
- Restrict internet usage to visiting sites that are related to official work and or work related professional interests; doesn’t use internet for personal business, use streaming banners, listen to iTunes, Limewire, or other music and file sharing websites; access Youtube, Face Book or My Space, play games
- Keep computer equipment clean and protected from damage
- Do not download or install any type of software without prior authorization from the IT Department. This includes desk top screen savers.
- If you suspect you have a virus or malware, turn off your computer and notify the IT Department immediately.
- Do not share or leave passwords that can be easily found by others and lock work station
- Do not disconnect or move your computer without prior authorization from the IT Department.
- Lock workstation (Alt-Control-Delete) when you step away from your computer to prevent unauthorized access. Do NOT turn off your system at the end of the day, lock and leave running
- Use standardized email signature format for emails (name, title, corporation name, program name or department (optional) address, phone number, fax number, confidentiality statement); don’t use personalized backgrounds, pictures, quotes etc

5) All UCO computers, e-mail and Internet access are the agency’s property to be used solely for agency business. All software, data collected and data created is also agency property

6) UCO reserves the right to monitor and review all information created and/or communicated by its employees via electronic media; copy and/or disclose any information in our system to law enforcement officials or other third parties

7) Violations of this policy may result in disciplinary action up to and including termination.

8) Employees may be subject to criminal prosecution and/or substantial monetary penalties for violations of this policy. UCO reserves the right to change this policy at any time.

SPECIFIC DUTIES & RESPONSIBILITIES

Job Title: **BOOKKEEPER**
Supervisor: SENIOR ACCOUNTANT
Dept/Div.: DIV. 110 – CENTRAL
XX Non-Exempt (hourly)

QUALIFICATIONS: (Education/Experience/Licenses/Personal Characteristics)

Non Exempt (hourly) XX

BOOKKEEPER
(POSITION)

1. Associate Degree and/or at least 5 years of relevant experience in bookkeeping/accounting processes.
2. Experience working with a high volume of accounts payable
3. Working knowledge of Excel, Word, Outlook and Accounting Systems. Experience with Microsoft Dynamics GP preferred.
4. Good Communication skills (verbal and written). Ability to communicate and work with staff at all levels.
5. Detail oriented with strong organizational skills and time management

JOB DESCRIPTION COMMITMENT:

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It should not be construed as a complete description of all the work requirements that may be inherent to the job.
- B. As an employee of United Community Options, I understand that I am required to report to work (before, during and after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of United Community Options, I am aware of and committed to a Drug Free Workplace.
- D. As an employee of United Community Options, I am aware of the reasonable risk of exposure and of the probability of exposure to blood borne pathogens relative to my specific job duties. I have been trained on the use, purpose and location of personal protective equipment (PPE) and may use additional PPE as I wish.
- E. As an employee of United Community Options, I understand I am required to comply with all safety and health related policies.

SIGNATURES: Sign and Date at review meeting.

_____ Employee	_____ Date	_____ Supervisor	_____ Date
_____ Director	_____ Date	_____ President/CEO	_____ Date