



**Omega Community Development Corporation  
Accounting Clerk**

**TITLE:** Accounting Clerk

**FLSA CLASSIFICATION:** Exempt, Salaried

**SALARY RANGE:** \$35,000 – 48,000

**REPORTS TO:** Director of Finance & Administration

**EFFECTIVE DATE:** 9/1/2023

**LOCATION:** Dayton, OH

**POSITION TYPE:** Full time

**ABOUT OMEGA CDC**

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, opened in November 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

**ABOUT THE HOPE ZONE PROMISE NEIGHBORHOODS**

Motivated by the need to strengthen and sustain a measurably impactful system of change for 6,700 children and 3,400 families living in Northwest Dayton, the Hope Zone Promise Neighborhoods is an initiative that is premised in racial equity, informed by community engagement, and vitalized by continuous identification, assessment, and analyses of gaps and barriers to mitigate generational poverty.

**POSITION DESCRIPTION** The Accounting clerk is responsible for the financial and clerical support of the finance department. They are in charge of making payments owed by Omega CDC to vendors. They will help create vendor invoices or bills and record company transactions. This department is vital for the smooth functioning of the departments at Omega CDC.

The Accounting Clerk will assist in ensuring that the company receives payment for services offered to clients and reimbursement from grant funders. The Accounting Clerk will need excellent research and record-keeping skills. They will be required to possess superior

communication abilities and strong math or computer knowledge so invoices are billed accurately and timely.

### **PRIMARY RESPONSIBILITIES**

- Compiling and reviewing supporting documentation for grant reimbursement
- Prepare Invoices listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures
- Reconcile bank statements
- Input daily bookkeeping and record keeping
- Verify invoices against purchase requests on expensify and ensure goods or services are received from vendors
- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Creates invoices according to company practices; submits invoices to customers.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Drafts correspondence for standard past-due accounts and collections, identifies delinquent accounts by reviewing files and contacts delinquent account holders to request payment.
- Creates reports regarding the current status of customer accounts as requested.

### **QUALIFICATIONS**

- Bachelor's degree required in Accounting or Finance, accredited institution or related fields such as Business, Accounting, or Finance.
- 1 – 3 Years of experience in Accounting/Finance
- 1 – 2 Years of experience in grant management preferred
- Ability to demonstrate initiative and motivation when working independently with participants, data entry, and with projects.
- Strong time management, organizational skills, and attention to detail. • Excellent computer skills (Microsoft Office and Google Office Suite).
- Proficient in Accounting Software- QuickBooks, Sage Intact or Equivalent
- Ability to work collaboratively with partners, colleagues, and participants.
- Working knowledge of generally accepted accounting principles (GAAP)

### **LICENSURE OR CERTIFICATIONS REQUIRED:**

- Driver's license, insurance, and operational vehicle are required. Travel may be frequent, including travel outside the Dayton area.

### **TYPICAL WORK HOURS:**

Normal work hours are 8:30am – 5:30 pm, Monday through Friday. Some evenings and weekends will be required.

**NON-DISCRIMINATION POLICY**

*Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.*