



Financial Clerk

Fox Valley Special Recreation Association

Contact Name: BreAnn Dunbar
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Contact Phone: 630-907-1114
Closing Date:
Salary: \$20/HR

Description:
JOB TITLE:
Financial Clerk

DEPARTMENT:
Administration

DIRECTLY REPORTS TO:
Business Coordinator

BENEFITS
40 hours of PTO
15 hours of sick time

CLASSIFICATION:
Class 4- 1,000- 1,500hrs annually

SCHEDULE:
Monday-Friday
Estimated hours 10am-4pm

SALARY/HOURLY RANGE:
\$20.00/HR

FLSA:
Non-Exempt

JOB PURPOSE:

The Financial Clerk will assist the Finance Department with administrative tasks such as: processing invoices, maintaining financial records, and reconciling accounts along with other financial and customer service-related tasks.

POSITION QUALIFICATIONS:

1. High school diploma or equivalent; associate's degree or higher in finance, accounting, or a related field is preferred.
2. Minimum of 1-2 years of experience in a financial or administrative support role.
3. Excellent written and oral communication skills; bilingual is preferred. (English/Spanish)
4. Strong attention to detail with effective problem-solving capabilities.
5. Proficient in Microsoft Office applications such as: Outlook, Word and Excel.
6. Strong organizational skills with a solid understanding of file management practices.
7. Experience with financial software such as: QuickBooks, Desktop, and Online.
8. Knowledge of registration systems such as CivicRec.
9. Ability to work effectively in a team environment and communicate effectively with internal and external stakeholders.
10. Knowledge of basic accounting principles and financial record keeping.
11. Experience with accounts payable and accounts receivable processes is preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Process accounts payable and receivable transactions, including coding and posting invoices.
2. Reconcile vendor statements and resolve any discrepancies.
3. Assist with month-end and year-end financial close processes.
4. Maintain accurate financial records and filing systems.
5. Prepare financial reports as needed.
6. Provide administrative support to the finance department, including answering phone calls and responding to emails.
7. Record incoming programs, non- program and foundation revenues into daily receipts spreadsheets.
8. Perform other duties related to the Financial Clerk position when necessary, or duties in the best interest of the Association.
9. Provide excellent customer service to participants, their families, the general public, staff and others through different types of communication channels.
10. Provide customer service as part of the customer service team by answering incoming calls, addressing issues within the scope of responsibility, and directing callers to the appropriate staff as needed.
11. Prepare Program Flyer templates, with accurate program details.
12. Open and close the FVSRA office when assigned, following security procedures.
13. Follow the safety policies as indicated in the FVSRA Safety Manual.

PHYSICAL DEMANDS:

The Financial Clerk must, with or without reasonable accommodation, be able to perform the following functions:

1. Frequently stand, walk, sit or feel; reach with arms and hands. The employee must be able to talk, hear, and see (both near and far).
2. Gather, load, transport and set-up equipment and supplies.
3. Reach storage cabinets or areas to place or retrieve binders or documents.
4. Keyboard information efficiently with a high accuracy rate, for periods of up to an hour or more without a break.

WORKING CONDITIONS:

This job operates in an office setting occasionally assisting with larger Agency Programs or Foundation events. The noise level can range from quiet to loud. When working indoors conditions can include different types of lighting and temperatures. When working outdoors you may be exposed to different types of weather conditions. You may be exposed to elements when driving to meetings or assisting with Agency programs or Foundation events.

EQUAL OPPORTUNITY EMPLOYER

FVSRA has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law. Applicants requiring a reasonable accommodation to participate in the hiring process may contact HR at HR@fvsra.org.