



Job Description: Accounting Clerk

Organization: Ypsilanti Meals on Wheels (YMOW)

Classification: Full-time Hourly Position

Salary: \$25/hour

Work Hours: Monday - Friday, 9:00 AM – 5:00 PM

Reports to: Operations Director

About YMOW:

Ypsilanti Meals on Wheels (YMOW) has proudly served the community for over 50 years by providing nutritious meals, social contact, aging-in-place supports, and other services. Our mission is to support homebound, ill and disabled senior neighbors, empowering them to live healthier, safer, and more independent lives.

Position Summary:

This role provides essential support to the Operations Director in a wide range of financial functions including accounts payable and receivable, monthly financial reporting, reconciliations, grant and contract support and budgeting assistance.

The ideal candidate is an organized multitasker with strong communication skills, integrity, and proficiency in both QuickBooks and Microsoft Excel. This person will play a key role in maintaining accurate financial records, managing vendor and customer communications, and supporting ongoing financial operations.

What You Will Do

General Finance Duties and Responsibilities:

- Process accounts payable and accounts receivable.
- Reconcile credit card transactions daily and ensure accurate coding.
- Reconcile Bank Account transactions daily and ensure accurate coding.
- Support contracts and grants administration, including tracking and reporting.
- Maintain accurate and up-to-date vendor and customer files in QuickBooks.
- Communicate with vendors and customers regarding outstanding balances and payments
- Reconcile all general ledger accounts and close the month.
- Prepare monthly financial reports.
- Lead monthly financial meetings with the Finance Board.
- Support budget development, monitoring, and financial reporting.
- Assist with annual financial audit requests.



- Help update the Accounting Manual and revise financial policies/procedures as needed.
- Ensure the organization is in compliance with current not-for-profit accounting standards.
- Year-end processing of 1099's to vendors.

Banking/Investments/Accounts:

- Monthly reconciliation of all bank and investment accounts
- Reconcile P-card and other accounts monthly

Accounts Receivable & Accounts Payable:

Ensure that payables and receivables meet the requirements of GAAP and YMOW standards; maintain files/ensure proper documentation is in place.

- ***Accounts Receivable***

- Prepare bank deposits. Code cash receipts for appropriate data entry. Process cash receipts and maintain appropriate documentation of receipts and bank deposits.
- Prepare grant billings to funders as assigned.
- Oversee customer billing including generating monthly invoices and answering questions as needed.

- ***Accounts Payable***

- Ensure that all incoming invoices have proper approval.
- Code all A/P invoices for appropriate entry into the accounting system.
- Produce bi-weekly check runs and ensure that all invoices are paid in a timely manner.
- Check for discrepancies and look for appropriateness of expenses. Advise leadership as needed.

Reporting and Grants:

- Generate monthly programs and transaction reports.
- Maintain a reporting calendar and generate billing reports.
- Produce grant reports and monitor progress.
- Coordinate with other departments to record, submit, and document grant funds, and reimbursements.

Other:

- Comply with the organization's policies and procedures, work rules, safety requirements, quality standards, and applicable local, State, and Federal employment and other laws.
- Perform other office duties and responsibilities as needed and assigned.

**What You Bring To The Job:**

- Associate's degree in Accounting, Finance or a related field required. Bachelor's degree preferred
- A combination of education, training, and relevant work experience may be considered
- Minimum of 2 years' experience working with QuickBooks
- Related finance experience in a non-profit setting
- Ability to multi-task and prioritize while meeting the demands and deadlines of simultaneous projects and activities
- Proven focus on attention to detail and accuracy
- Working knowledge of Microsoft applications: Excel, Word, Outlook
- Ability to work collegially within a small organization
- Excellent customer service orientation
- Strong written and verbal communication skills
- Strong organizational and analytical skills
- Ability to handle sensitive and confidential information professionally
- Ability to work the occasional nights, holidays and Saturdays when needed

Additional Information:

The above duties are intended to describe the general nature of the position and are not exhaustive. YMOW reserves the right to modify or assign additional duties as necessary. All candidates must pass a background and sex offender registry check, with offenses considered on a case-by-case basis.

Benefits:

- YMOW-subsidized healthcare, dental and vision coverage.
- YMOW-paid short-term disability coverage.
- 401(k) with up to 3% matching.
- Cell phone stipend.
- Paid holidays.