



# FIFTH WARD ENRICHMENT PROGRAM, INC

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## POSITION DESCRIPTION

**POSITION TITLE:** Administrative Clerk

**DEPARTMENT:** Administration

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Fiscal Manager

**POSITIONS SUPERVISED:** Fiscal Manager

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### POSITION PURPOSE

Responsible for providing accounting and clerical support to the Fiscal Manager. Maintains accounting document files, including daily work and accounts payable. Keys daily worksheets to the general ledger system. Prints accounts payable checks and inserts them into appropriate envelopes for mailing. Assists accounting personnel as requested. Responsible for collection, filing, retrieval and circulation of the agency's programmatic data.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for performing assigned accounting and related clerical support functions.**
  - a. Maintains files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
  - b. Types a variety of documents, reports, and records.
  - c. Keys daily worksheets to the general ledger system.
  - d. Prints daily accounts payable checks and inserts checks and invoices into envelopes for mailing.
  - e. Prepares requisitions for office, computer, and routine supply purchases.
  - f. Collects and inputs program data into the computer.
  - g. Assist in maintaining an effective data collection system.
  - h. Assist the program staff in documentation of data required for and evaluation reports.
2. **Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.**
3. **Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel and with management.**

- a. Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.
- b. Assists Accounting Department personnel as needed.
- c. Keeps management informed of area activities and of any significant problems.
- d. Attends and participates in meetings as required.

**4. Assumes responsibility for related duties as required or assigned.**

- a. Ensures that work area is clean, secure, and well maintained.
- b. Ensure that all proprietary and confidential files are secured and only accessible by agency staff or management
- c. Completes special projects and miscellaneous assignments as required.

*Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

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**PERFORMANCE MEASUREMENTS**

- 1. Accounting documents, records, and reports are prepared, maintained, and typed accurately and in a timely manner.
- 2. Department files are appropriately maintained.
- 3. Account reconciliations are correct and completed in a timely manner.
- 4. Good communication and coordination exist with Company personnel. Assistance and support are provided as needed.
- 5. Management is appropriately informed of area activities.
- 6. Accounting functions are completed in accordance with established standards, policies, and procedures.

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**QUALIFICATIONS**

- EDUCATION/CERTIFICATION:** High school graduate or equivalent preferred.
- REQUIRED KNOWLEDGE:** Knowledge of related computer applications.  
familiarity with basic bookkeeping procedures.
- EXPERIENCE REQUIRED:** One year of previous related experience required.  
Typing or keyboarding experience required.
- SKILLS/ABILITIES:** Good typing skills.  
Attentive to detail and accurate.  
Well organized.  
Cooperative and willing to assist others.  
Proficient use of computer applications Microsoft office (Excel and Word), QuickBooks.

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>FINGER DEXTERITY:</b>	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
<b>TALKING:</b>	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
<b>AVERAGE HEARING:</b>	Able to hear average or normal conversations and receive ordinary information.
<b>REPETITIVE MOTIONS:</b>	Movements frequently and regularly required using the wrists, hands, and/or fingers.
<b>AVERAGE VISUAL ABILITIES:</b>	Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>PHYSICAL STRENGTH:</b>	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

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## WORKING CONDITIONS

**NONE:** No hazardous or significantly unpleasant conditions (such as in a typical office).

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## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>REASONING ABILITY:</b>	Ability to apply common sense understanding to carry out <u>detailed</u> but uninvolved instructions and to deal with problems involving a few variables.
<b>MATHEMATICS ABILITY:</b>	Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs.
<b>LANGUAGE ABILITY:</b>	Ability to use passive vocabulary of 5-6,000 words; to read at a <u>slow</u> rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, adjectives, and adverbs. Ability to communicate in complex sentences; using normal word order with present and past tenses; and using a good vocabulary.