



## **ACCOUNTING CLERK**

Reports To: Director of Finance  
Schedule: Full-time. Monday – Friday. Flexible Hours.  
Salary Range: \$40,000-\$44,000  
Status: Salaried. Exempt  
Benefits: Comprehensive benefit package. Professional development and training.

### **RESPONSIBILITIES**

The Accounting Clerk performs basic functions of accounting and reporting for the organization. These duties include accounts payable, accounts receivable, data entry, and preparing standard reports. Duties include, but are not limited to:

- Coding and processing accounts payable
- Vendor management
- Generating and submitting invoices for sponsorships and pledges
- Preparing deposits
- Pull reports from multiple platforms and record transactions
- Assisting with month end/year end processes, including but not limited to reconciliations
- Maintain up to date records in QuickBooks to prepare accurate, reliable, timely reports
- Other duties as assigned

### **SKILLS AND QUALIFICATIONS**

- BS / BA Accounting degree preferred, but not required. Experience can substitute for coursework.
- 1-2 + years of relevant accounting or bookkeeping experience
- Strong analytical skills with attention to detail
- Excellent written, verbal, and interpersonal skills
- Strong PC skills – Excel, Word
- QuickBooks experience preferred
- Strong work ethic and team player
- Ability to deal sensitively with confidential material
- Ability to communicate with various levels of management
- Working knowledge of General Ledger
- Attention to detail and accuracy
- Professional, dependable, and timely.

Interested applicants should send their resume and cover letter to [amy@rmhck.org](mailto:amy@rmhck.org)



## INTRODUCTION

Ronald McDonald House Charities of Kentuckiana (RMHCK) believes that families who have to travel to Louisville with their sick children should have a safe and secure place nearby where they can go receive comfort, kindness and rest without being overburdened by expense. This is your opportunity to support the families we serve by managing our donor database and performing administrative responsibilities.

Since 1984, we have been providing premium services to our guests by offering:

- A 24/7 facility with 56 Guestrooms
- Free parking for guests and employees
- Keyless security system throughout
- Free meals prepared in the main dining room daily
- Kitchens on every floor with cabinets stocked with food donated by the community
- Free laundry facilities
- Free toiletries and other household items
- Books, movies, games, play equipment and activities
- Respite rooms/areas in three area hospitals

## MISSION

To provide the home and support that allows families to stay together while they focus on the healing of their sick children at a critical time.

## CORE VALUES

**We Put Families First** – We show we care by providing compassionate and friendly service.

**We Give Our Best** – We are committed, accountable, and resourceful; we grow ourselves, our services, and the mission of RMHCK.

**We Collaborate** – We think WE before ME, working together as a team, and with community partners, to deliver our mission.

**We Celebrate** – We work hard for success, have fun along the way, and celebrate our victories.

## KEY COMPETENCIES

**Values & Trust** – Keeps the mission and priorities of RMHCK first and foremost when making decisions that impact our service to families. Acts with honesty and integrity in all matters. Treats others fairly. Represents RMHCK well in all deeds and actions.

**Compassion** – Acts in a caring and inclusive way towards all guests, volunteers and coworkers, regardless of relationships to them and without regard to any individual differences.



Ronald McDonald  
House Charities®  
Kentuckiana

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**Adaptability** – Is open to and embraces change and new ideas. Demonstrates flexibility in doing things differently. Is able to adapt quickly without reservation. Is supportive and consistently reliable to execute changes in methodology or process.

**Learning on the Fly** - Learns quickly when facing new projects. Is eager, curious and asks questions. Takes notice of the environment and how it can be improved. Is willing to try new things.

**Problem Solving** - Can find effective solutions to problems; demonstrates ownership, is proactive and resourceful. A creative thinker who can carefully analyze a situation and has the determination to resolve issues effectively.

**Professional Development** - Is personally committed to and actively works to continuously improve themselves by learning from other staff members and other continued educational resources.