



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is an industry leader in the human services field. Founded in 2000 as a faith-based, Christian, non-profit, The RIDGE Project specializes in Youth Intervention, Fatherhood, Healthy Relationship, Healthy Family, and Workforce Development services. We currently operate throughout the state of Ohio. Through our unique and cutting edge programs, we seek to end generational cycles of family disintegration by training clients to have strong, healthy and permanent marriages, and to be responsible citizens and role models in their schools, families and/or communities. We are rapidly expanding the scope of our services, and are seeking well-qualified individuals who are passionate about strengthening families.

Job Title:

Accounts Receivable Clerk

Date

11-20-2014

Job Description:

1 | SUMMARY OF FUNCTIONS:

The successful applicant must be organized and detail oriented. This team member will perform a variety of accounting and bookkeeping duties, including processing accounts receivable, according to established policies and procedures, while observing confidentiality of all organizational matters.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Utilizes computerized accounting software programs (QB, Excel, Word) to perform duties and responsibilities.
- Process cash receipts, coding and posting of receipts.
- Generate invoices as needed.
- Will work closely with multiple departments.
- Process and reconcile receipts.
- Prepares daily bank deposit.
- Oversees accounts receivable.
- Develops automated spreadsheets.
- Operates office equipment including computer, copiers, fax machines and 10-key calculator.
- Organizes and maintains up to date accounts receivable records.
- Must be familiar with computer systems, manuals and policies and procedures.
- Organizes and maintains retention files for required period of time.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Fiscal Officer

Job Location:

Northwest Ohio

Company Industry:

Not for Profit, Ministry

Job Role:

Fiscal/Accounts Receivable

Joining Date:

Immediate Need

Employment Status:

Part-time (24 hours weekly) May lead to full time as demand grows.

Employment Type:

Employee

Yearly Salary Range:

\$

Manages Others:

No

Number of Vacancies:

1

Other:

Skills:

- Must demonstrate a lifestyle consistent with the principles and goals of The RIDGE Project.
- Must adhere to a strong conviction that healthy marriages produce healthy families and communities.
- Must adhere to the policies and directives established by The RIDGE Project Board of Trustees.
- High School Diploma or GED equivalent required, college level accounting classes or Accounting Degree preferred.
- 3-5 years hands-on Accounting experience preferred.
- Nonprofit experience preferred but not required.
- Computer skills and word processing required.
- Proficient with MS Office – Excel and Word.
- Good mathematical background.
- Some experience with spreadsheets and automated accounting systems.
- Ability to sort, check, count, and verify numbers.
- Ability to multi-task, prioritize and work efficiently without supervision.
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels and clients/customers.
- Ability to work independently and within a team, self-starter, energetic.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations.
- Ability to use 10-key calculator for a variety of accounting functions.
- Ability to perform at high levels in a fast paced ever-changing work environment.
- Ability to anticipate work needs and follow through with minimum direction.
- Must possess a valid Ohio driver's license and proof of insurance.
- Must agree to adhere to the policies and directives established by The RIDGE Project Board.

Career Level:	Entry-Level	Years of Experience:	1 -3 Years
Residence Location:	Northwest Ohio	Degree:	Associates or Bachelor's Degree Preferred.
Please Send Application to:			
Name:	RIDGE Project, Inc	Email:	jobs@theridgeproject.com
Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	DO NOT CALL/DO NOT VISIT	Fax:	
Company Website:	www.theridgeproject.com		