



## ***Accounting Clerk***

Communities In Schools recognizes and values the significant lived experience of our alumni. The **Achieve the Dream Fellowship (ADF)** is a multi-year program providing alumni of Communities In Schools of Central Texas with opportunities to develop their professional knowledge and skills through administrative work in a non-profit setting.

The **Accounting Clerk** is responsible for assisting with both administrative and financial tasks on a daily basis and will help CISCT's Finance department run smoothly, ensuring transparency and efficiency in all transactions. Tasks will vary, but the *Accounting Clerk* will maintain digital and physical financial records up to date, assist in monthly close, and perform office administration duties. After completing your fellowship, you will have references for your resume and the qualifications needed to move into a career in accounting.

### **Qualifications:**

- The ideal candidate will have an interest in accounting and administration, and a willingness to learn on the job while helping with a range of projects.
- Successful candidates will be flexible and eager to learn.

### **Preferred Experience & Skills:**

- Interest in accounting and administration
- Comfortable with or willing to learn Microsoft products, specifically Excel
- Ability to work with diverse people, communities, and cultures
- Bilingual fluency

### **Detailed training will be provided for the following primary responsibilities:**

- Assisting with employee expense reports
- Receiving and processing daily cash receipts
- Preparing and coordinating deposit activities
- Accurately entering data into spreadsheets and internal databases
- Assisting with vendor invoices and credit card transactions
- Matching work orders and acknowledgement receipts to purchase vouchers
- Preparing payments for signature
- Maintaining confidentiality of all financial data

**Communities In Schools of Central Texas**  
**3000 S. IH 35, Suite 200**  
**Austin, TX 78704**  
**512.462.1771**  
[www.ciscentraltexas.org](http://www.ciscentraltexas.org)