



Accounting Clerk

About the Company: The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented, and driven by its values of excellence, personal growth, and humility.

Summary of Responsibilities: This position provides overall administrative support to the Accounting Manager

Responsibilities:

- Accounts Payable processing, including purchase orders, invoices and check processing
- Recording daily Cash Receipts
- Accounts Receivable processing
- Assist with month end process, including monthly bank reconciliations
- Managing accounting files
- Oversee petty cash disbursements
- Support for annual audit process
- Various other duties as assigned

Requirements:

- Minimum 2 years of progressive experience performing bookkeeping duties
- Financial Edge, Peachtree or Great Plains experience preferred
- Experience with Microsoft Office & Google Applications
- Experience with nonprofit fund accounting
- Ability to meet deadlines and work independently
- High analytical and problem-solving skills
- Outstanding attention to detail
- Strong communication skills, works well with others
- Intermediate to advanced computer skills
- High degree of professionalism and discretion
- High standards for excellence in execution

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

If interested in this great opportunity, please forward your resume and cover letter with salary requirements to HR@detroitpal.org