



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Job Description

Title: Data Entry Clerk

Education Level: H.S. Diploma

Position: Part Time

Work Schedule: 10 hours per week (two 5-hour shifts per week)

Reports to: Chief Financial Officer

Salary: \$25 /hr

Job Summary: The Data Entry Clerk is responsible for assisting in grant invoicing, performing monthly bank reconciliations, recording journal entries into QuickBooks, and handling other necessary day-to-day functions. This role requires strong organizational skills, exceptional attention to detail, and the ability to work accurately and efficiently.

Responsibilities Overview

- Inputting and accurately recording financial data into appropriate databases, spreadsheets, and software systems.
- Assist in the timely processing of invoices, including verification of accuracy, coding, and entry into accounting systems.
- Collaborate with the finance team to reconcile bank statements, ensuring accuracy and completeness of financial records.
- Maintain organized records of financial transactions, invoices, and other relevant documentation.
- Support audits by providing requested documentation and information.
- Compile and generate financial reports as needed.
- Collaborate effectively with colleagues in the finance department and other departments as needed to resolve discrepancies and address inquiries.
- Prioritize tasks to meet deadlines and contribute to the overall efficiency of financial operations.
- Assume other duties as assigned.

Knowledge/Skills Required

- High School diploma or equivalent; additional education in accounting, finance, or related field is a plus.
- Experience with data entry software, spreadsheets (e.g., Microsoft Excel), and accounting software (e.g., QuickBooks) is preferred.
- Knowledge of financial reporting and statement preparation.
- Previous experience in data entry or accounting preferred but not mandatory. Training will be provided.
- Demonstrated ability to maintain a high level of accuracy in data entry and financial records.
- Proficiency in basic mathematics and understanding of financial principles.
- Strong organizational and time management skills.
- Keen ability to multitask and work with tight deadlines.
- Capacity to identify discrepancies and resolve issues independently or with minimal supervision.
- Excellent communication skills, language and writing skills a must.
- Excellent attention to detail and accuracy.
- Ability to handle confidential information with discretion.
- Problem solving and decision-making skills.
- Dependable and punctual with a strong work ethic and commitment to meeting deadlines.



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Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to move/traverse, remain in stationary position for extended periods of time; talk and hear or communicate information and ideas so others will understand and address surroundings for safety concerns; handle or feel objects, tools or controls. The employee is occasionally required to ascend/descend or balance; position self to access lower level items; and may be infrequently required to traverse quickly. The employee must be physically able to keep children safe in an emergency.

The employee must occasionally move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature

Date

Supervisor Signature

Date