



POSITION DESCRIPTION

Position: Accounts Payable Clerk
Program: Administration Status: Non-exempt
Reports to: Controller Date Prepared: 9/13

POSITION SUMMARY:

The Accounts Payable Clerk is responsible for accounts payable and other assigned accounting functions as needed. The work is completed in an accurate, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with program directors, staff, and outside service/product providers.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing accounts payable processing daily to achieve established objectives of the department.
 - 1. Reviews all invoices for appropriate documentation and approval prior to payment.
 - 2. Prints and obtains signatures on all accounts payable checks.
 - 3. Distributes and mails signed checks as required.
 - 4. Answers all vendor inquires.
 - 5. Maintains all accounts payable reports, spreadsheets and corporate accounts payable files.
 - 6. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
 - 7. Pays employees by receiving and verifying expense reports.
 - 8. Verifies vendor accounts by reconciling monthly statements and related transactions.
 - 9. Assists Chief Financial Officer and Controller as necessary.
 - 10. Assembles and processes overnight shipments, UPS and mailings.
 - 11. Assist in monthly closings.
 - 12. Prepares or assists in preparing any forms or returns, including 1099s required by State or Federal agencies.
 - 13. Prepares analysis of accounts, as required.
 - 14. Maintains historical records by filing documents.
 - 15. Protects organization's value by keeping information confidential.
 - 16. Responsible for performing backup payroll processing duties as required.
 - 17. Responsible for the assistance of other administrative duties.
 - 18. Performs other duties as assigned.

- B. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Participate in both internal and external training as needed for growth and development.

EQUIVALENT EDUCATION, EXPERIENCE AND COMPETENCIES:

This position requires strong accounting knowledge (A.A. in Accounting preferred or combination of education and experience). Must have demonstrated knowledge and ability of the following: computerized accounting, Excel spreadsheet and double-entry accounting. Identify and resolve problems with vendors in a timely, professional manner. Prioritize and plan work activities using time efficiently. Demonstrate accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance. Meets productivity standards and completes work in a timely manner. Adapt to changes in the work environment, manage competing demands with the ability to deal with frequent change, delays or unexpected events. Consistently at work on time, follows instructions, responds to management direction and solicits feedback to improve performance. Willingness to accept responsibility and do repetitive and routine work. Good judgment and tact is required in handling confidential information. Provide services to clients without ethnic or social prejudices. Must have the flexibility to work irregular hours and have the willingness to function as a team member.

SPECIFIC SKILLS REQUIRED:

Computer data input
Ten-key calculator by touch
Strong math ability
Teamwork skills
Oral and written communication skills
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 15 pounds
Physically able to lift boxes of files
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Controller and/or Chief Financial Officer or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with program managers, business entities, and all levels of staff. The Accounts Payable Clerk is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through inappropriate calculations and/or delinquency of payments.

NUMBER OF EMPLOYEES

No employees report to this position.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____