



Four Rivers

Community Health Center

Accounting (A/P) Clerk

Job Title: Accounting (A/P) Clerk

Department: Administration

Immediate Supervisor Title: Chief Financial Officer

Job Supervisory Responsibilities: None currently

General Summary: The Accounting A/P Clerk performs, mail processing, coding and input of approved invoices into computerized accounts payable module, mail A/P checks to vendors and file backup. Maintain asset inventory files. Maintain accuracy of vendor files, answer vendor inquiries regarding invoices and payments. Support duties as assigned.

Essential Job Responsibilities:

Duties assigned by CFO: Among those duties are:

1. Verify accuracy of invoices
2. Maintain files with copies of purchase orders and receiving reports (packing lists) for matching to invoices.
3. Submit coded invoices (with back up attached) to CFO for approval prior to entering in to accounting system.
4. Enter approved invoices into computerized accounts payable module.
5. Enter approved CD (eft drafts) into accounting system.
6. Submit invoices to CFO for check processing.
7. Submit copies of all capital asset invoices and purchase order with copy of check to CFO.
8. Mail checks to vendors and file invoices.
9. Maintain accuracy of vendor files.
10. Assist the Accounting Specialist and CFO when required.
11. Attend Department/Center-wide meetings as required.
12. Maintain open, positive, cordial, team-oriented lines of communication with Manager and other staff members.
13. Entered month end Journal Vouchers – assign numbers and track/file in JV books by month and number.
14. Month end A/R accrue
15. Assign P.O. when required and P.O. Log
16. Reconcile 340B, HRSA Grant A/R, accrue A/P
17. Compile drawdown and submit to CFO

18. Reconcile daily cash receipts and prepare bank deposit.
19. Other duties as assigned.

Education: Preferred Associate or Bachelor's degree - in business administration or related field.

Experience: Minimum two years of experience in accounts payable functions.

Other Requirements: None

Performance Requirements:

Knowledge:

1. Knowledge of business management and basic accounting principles.
2. Sufficient knowledge of policies and procedures to accurately answer questions from internal and external customers.

Skills:

1. Skill in establishing and maintaining effective working relationships with other employees, patients, organizations, and the public.
2. Outstanding attention to detail and excellent time management skills. *This position requires mastery of a large amount of detail.*

Abilities:

1. Ability to create channels of communication to obtain information necessary to perform job task.
2. Ability to recognize individual and system problems and communicate such information to the supervisor
3. Ability to recognize, evaluate, solve problems, and correct errors.
4. Ability to work independently
5. Ability to work collaboratively on projects
6. Ability to conceptualize workflow, develop plans, and implement appropriate actions.

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lighted office environment. Occasional evening and weekend work.

Mental/Physical Requirements: Daily activity is 80 percent sitting and 20 percent walking or standing.

Employee: _____

Date: _____