



Accounts Payable Clerk

Date: 12/15/2015

Reports to: Chief Financial Officer

Department: Accounting Services

Classification: Full-time

Status: Non-exempt

POSITION SUMMARY:

Compiles and maintains accounts payable records.

ESSENTIAL FUNCTIONS:

- Checks and approves all vouchers for payments.
- Prepares invoice deduction notices, as necessary.
- Audits bills against receipts.
- Answers all vendor inquiries.
- Prepares accounts payable checks.
- Prints all accounts payable reports and maintains all accounts payable files.
- Prepares analysis of accounts, as required.
- Assists in monthly closings.
- Assists with accounts receivable and special projects, as necessary.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
3. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
4. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
5. Resourceful and well organized.

6. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
7. Ability to learn and adapt.

Desired:

1. Knowledge of purchasing systems.
2. Ability to make accurate arithmetic calculations.
3. Ability to type with speed and accuracy.
4. Ability to maintain moderately complex and automated accounting records in an orderly and accurate manner.
5. Ability to work accurately and quickly under operational deadlines.
6. Ability to generate special computerized reports and schedules with minimum direction.
7. Ability to understand and follow specific instructions and procedures.
8. Word processing and/or data entry skills.
9. Ability to verify input and correct errors.
10. Plan and organize work.
11. Meet schedules and time lines.
12. Read, apply, and explain rules, regulations, policies, and procedures.

EDUCATION AND QUALIFICATIONS:

1. High School Diploma or its equivalent. Preference given to advanced course work in bookkeeping or accounting.
2. Minimum of one year of related experience.
3. Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier.
4. Submit to and pass standard criminal history check.
5. Submit to and pass standard drug screen test.
6. Obtain CPR/First Aid certification.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 30 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Extreme cold and extreme heat;
9. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date