TITLE: ACCOUNTING CLERK

COMPONENT/DEPARTMENT: CSBG C&A

CLASSIFICATION: NON EXEMPT, FULL TIME, REGULAR

REPORTS TO: CHIEF FINANCIAL OFFICER

DATE WRITTEN: February 1994 (Revised 10-29-2012)

SALARY RANGE: see pay grade listing

POSITION SUMMARY

This position is responsible for the accounts payable system: entering purchase orders, payment of the invoices, preparation of check registers, payable register and supporting documentation. In addition the position is responsible for inventory and the tracking and recording of any fixed asset control activity.

RESPONSIBILITIES

1. Processes invoices received from vendors after appropriate approvals are obtained.
2. Prepare and process all related documents associated with purchasing.
3. Requests/Invoices Agency funding sources.
4. Processes payroll and related taxes for companies being managed by WCA.
5. Allocates insurance premiums among programs.
7. Maintains check registers and payables registers for all assigned programs.
8. Custodian of blank checks, maintain cash receipts, and preparing bank deposits.
11. Additional duties as assigned:

   • Scheduling office equipment repair/maintenance
   • Assigning fixed asset inventory tags to property when ordered/received and maintaining fixed asset inventory listing.
   • Completing annual physical inventory of agency assets.
• Tracking of agency vehicle fleet to include current licensing, maintenance and physical inspections.
• Preparing all needed documentation for contracted services of other organizations.

12. Maintains working knowledge of all positions within the Accounting Department. Fills in for/back up other personnel as needed during absences, i.e., vacations, illnesses, extended leave, and to assist in all phases of the Accounting Department as required by the Chief Financial Officer.

13. Maintain compliance with HIPAA regulations, in regard to accessing Protected Health Information, according to the Table of Access contained in the HIPAA Policy and Procedure Manual. Employee’s access is on a “need to know” basis.

14. Any and all other job related duties as assigned by the Chief Financial Officer.

SCOPE AND IMPACT

1. Handles and prepares transactions to vendors and personnel in the amount of approximately $10 million annually.

EDUCATION, EXPERIENCE, SKILLS AND/OR REQUIREMENTS

1. High School Diploma or above, plus three years experience in general office work in the maintenance of financial records is required.

2. Supplementary courses in bookkeeping, accounting, typing preferred.

3. Ability to conduct correspondence, keep records and prepare reports concerning their work.


5. Ability to work closely with all levels of management.

6. Excellent communication skills both oral and written.

7. Valid Pa drivers’ license and car insurance as mandated by the Agency.

SIGNATURE ________________________________ DATE__________
• REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF ACCOUNTS PAYABLE CLERK.

Physical requirements - Push/pull, lift/move up to 25 pounds.

Manual dexterity - Perform moderately difficult manipulation - typing, filing, and writing.

Coordination - Perform tasks which require foot and/or hand/eye coordination - driving a car, typing data entry.

Mobility - walk, stand, and sit for prolonged periods of time, drive.

Speech - Articulate with extreme accuracy - employee relations, phone contact.

Vision - Read small print, drive a car.

Hearing - Receive verbal instructions, answer phones, intercom, communicate with employees.

Concentration - able to concentrate on fine detail with some interruption.

Attention span - Able to attend to task function for more than 60 minutes.

Conceptualization - Able to understand and relate to theories behind several related concepts.

Memory - Able to remember multiple verbal and written task-assignments given at beginning of period extending over long period of time.

Environment Conditions - Indoor work.