

POSITION DESCRIPTION

I. TITLE OF POSITION: Accounts Payable Clerk

II. NATURE OF POSITION: The Accounts Payable Clerk is an integral member of the financial team. They work in cooperation with the Controller to promote the mission of the health center by assisting the payables department in promoting quality relationships between the health center and its vendors.

III. QUALIFICATIONS

- A. High school diploma required.
- B. Minimum 3-5 years of accounts payable, accounts receivable and payroll experience.
- C. Experience with data entry, ten-key calculator and typing required.
- D. Familiarity with Excel and word processing required.
- E. Ability to organize, communicate and perform detailed functions required.

IV. SALARY GRADE AND CLASSIFICATION: Grade 3, Non-exempt

V. RESPONSIBLE TO: Controller

VI. RESPONSIBILITIES:

Assists Controller as necessary with accounts payable functions including, but not limited to:

- (a) Data entry
- (b) Vendor invoice coding
- (c) Filing and maintenance of spreadsheets
- (d) Responding to vendor inquiries regarding payables
- (e) Processing weekly voucher packet accurately and timely
- (f) Assisting with other clerical duties as necessary
- (g) Performing other duties incidental to the work described herein