

Cross Road Medical Center

Job Description

Job Title: Accounting Clerk
Department: Finance
Supervisor: CFO
FLSA Status: Part-Time, Non-exempt
Approval: By: KJW Date: 9-14-19

Work Hours: Regular office hours; nights, holidays and weekends as needed.

Position Summary: Provides accurate, timely accounts payable and payroll support and general financial support for the financial department and CRHM, Inc.

Essential Duties and Responsibilities for:

Accounts Payable

- Receives all mail from vendors requesting payment for services, including statements, quotes, invoices and other bills
- Receives from the purchasing agent all information relating to purchases that have been approved, ordered and received for agency use
- Matches invoices and other documents received in the mail with agency source documents that support each purchase, checking for accuracy, proper approval, timeliness and reasonableness
- Identifies areas with inaccuracies, inappropriate approvals, no approvals and other discrepancies and provides feedback to appropriate staff to correct errors
- Codes all payments appropriately as directed by the CFO/Controller
- Inputs invoices into computer system for payment. Imputing includes accurate input of vendors, codes, amounts, due dates and other necessary information for accurate and timely payments
- Processes checks for payment and mailing as directed by CFO/Controller
- Maintain files of all needed documentation for accounts

Accounts Receivable

- Creates various types of invoices
- Completes other miscellaneous invoicing
- Conducts monthly bank and credit card reconciliations

Finance

- Enters credit card information into the computer system after gathering supporting documentation and coding those purchases
- Reconciles credit cards and insures all necessary signatures are on the statements for approval before paying charges
- Records bank deposits in QuickBooks
- Orders supplies as authorized by department directors
- Checks invoices with all McKesson pharmacy accounts and downloads missing invoices from statements, checking for errors. Seeks signatures of approval for all McKesson invoices and maintains files for them
- Writes letters of thanks to donors and issues receipts. Maintains electronic and paper records of donations and donors
- Works with CFO and Administration on Funds Development
- Works with Director of Maintenance and HR Director on utility transfers, initial and final payments, and with the accountant on invoicing needs for housing utilities or rents
- Assists the CFO and Administration with other projects and reports as needed

Payroll

- Reviews all time system and leave information, checking for any incomplete or inaccurate entries before processing
- Enters time and leave information into computer system and classifies each employee for financial classifications
- Processes payroll liabilities
- Records the liability checks that automatically come out of our accounts for health, dental, and vision insurance.
- Review/correction of HR entered information (taxes, insurance, deductions)
- Prepares copies of all reports for payroll files
- Prepares and issues paystubs to employees

Skills: Ability to work independently in a time sensitive environment and maintain confidentiality. Excellent communication skills, customer service, time management, and multi-tasking skills required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- High School diploma
- Minimum one year of experience with accounts payable tasks; demonstrated competency in personal computers and related software including QuickBooks, MS Word and Excel.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to sit use a keyboard, use a telephone, and talk or hear. The employee is occasionally required to stand, climb stairs, walk, and climb or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 25 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. *This is not intended to be a contract.*

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____