



**JOB TITLE:** ACCOUNTS PAYABLE & ADMINISTRATIVE CLERK  
**DEPARTMENT:** FINANCE  
**REPORTS TO:** FINANCE MANAGER  
**EFFECTIVE DATE:** April 30, 2019

**PAY RANGE:** \$14.00/Hr-\$15.50/Hr  
**FLSA POSITION STATUS:** Hourly, part-time, non-exempt

### **GENERAL POSITION SUMMARY**

Under the supervision of the Finance Manager, this part-time position provides accounting processing, customer service, clerical and financial support for the Finance department. This position may also provide clerical assistance to the Administration department under the supervision of the CFO.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** include the following. Other duties may be assigned to meet agency needs.

#### **Accounting Support:**

- Responsible for A/P processing according to Finance department policies, including:
  - Matching invoices with purchase orders and verifying backup documentation;
  - Communicate with vendors regarding invoices for services or products provided;
  - Obtaining necessary signatures authorizing payment of invoices;
  - Verifying accuracy of GL account coding to be consistent with Finance department policies;
  - Timely and accurate entry of invoices into accounting system to ensure prompt payment of the organization's financial obligations;
  - Processing of approved payments, matching checks with backup documentation, obtaining appropriate signatures, preparing for mail, and filing;
  - Research and assist with resolution of discrepancies;

#### **Administrative Support:**

- First point of contact at the administrative office for incoming phone calls and walk-in traffic.
  - Communicates clearly and professionally with external and internal personnel.
  - Provides professional and congenial telephone screening function for President/CEO; takes messages or fields/answers inquires.

### **MINIMUM QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE REQUIREMENTS**

High School Diploma and minimum 2 years office/clerical experience. Accounts payable experience preferred. This position requires that the individual has professional customer service, a moderate knowledge of accounting and office procedures, as well as knowledge of use and operation of standard office equipment.

This position requires basic competence in Excel including basic formulas, page formatting, filtering, etc. Knowledge of a variety of computer software applications in accounting, word processing, database, and presentation software (MIP Fund Accounting, MS Office Word, Excel) preferable.

***To Apply Please Submit Cover Letter and Resume to [payroll@or.easterseals.com](mailto:payroll@or.easterseals.com)***