**General Responsibilities:** Responsible for providing data entry and clerical support to the accounting department. Includes accounts payable and general ledger data entry, office & general supply distribution, storage room upkeep, bank reconciliations, and assisting with routine purchasing functions.

**Essential Duties:**

1. On a weekly basis, enters data from accounts payable vouchers into the computer system. Balances and verifies accuracy of general ledger distribution and amounts. Process is completed by adding machine tape verification on both the accounting codes and dollar amounts. Responsible for printing checks and giving to Front Desk staff to mail.
2. Uses check signature plate for all payables checks and keeps log on automated signature card use.
   1. Check signature machine is kept in a secured locked area when not in use.
3. Data enters and maintains the computer general ledger system.
   1. Data enters all general and standard journal entries, cash receipts, Revenue and Adjustment Journals on a regular basis.
   2. Transfers all Accounts Payable sub-accounting files into the general ledger on a weekly basis.
4. Maintains accounts payable and vendor computer records.
   1. Keeps numeric voucher logs, check register & monthly A/P distribution to general ledger in order and up-to-date.
   2. Maintains/updates vendor files in computer system.
   3. Assists other accounting/administration staff in accessing accounting back-up and payables information when requested.
5. Records all corporate office and general supplies and forms requisitions for the corporation. Prepares quarterly entry to cost out clinic/department costs from these records.
6. Fills all office and general supplies and forms from inventory stock for the corporation on a weekly basis.
7. Stores office supplies in an orderly fashion within the Administration storage room.
8. Orders office supplies from vendors’ automated computer system for routine office supply, janitorial supply, copier/printer repairs/maintenance on a regular basis. Prepares purchase order for approval and signature.
9. Receiving clerk for all office and general supplies sent through the Administration office. Verifies price, quantify and dates on all merchandise received on packing slips. Prepares invoice, packing slip and purchase order documentation for submission and payment to the Purchasing supervisor.
10. Completes monthly reconciliations of all corporate bank accounts (e.g. General, Payroll).
11. Prepares general journal entries to record accounting transactions through the computerized accounting system or by manual entry.
12. Prepares Cash Receipt transactions for reconciliation to patient Accts. Rec. general ledger and Centricity system verification on a monthly basis.
13. Codes all Administration cash receipt entries.
14. Prepares Cash Report for submission to the CFO, as required for A/P, Payrol and 1st month vouchers.
15. Prepares quarterly account analysis back up and documentation on grant, revenue and miscellaneous income accounts from Revenue and Cash Receipt transactions.
16. Reviews and prepares quarterly Journal entries on in-house fax and printing costs for the corporation.
17. As needed, prepares PO and appointment with Vendor for repairs for printers, faxes and copiers for Administration and all Medical/Dental/Behavioral Health Clinics.
18. As needed, researches items for Purchasing Agent and IT Technician.

**Marginal Duties:**

1. Performs other related duties as assigned by supervisor.
2. Provides back up for Administration secretaries for phone and reception area as needed.
3. Maintains awareness of the availability of Administration staff when front staff is not available.
4. Maintains copy machine and printers in Administration.
5. Assists managers and staff in updating forms.
6. Assists with fiscal year end audit preparation and assembling back-up documentation as requested by the auditors.
7. Research return mail, vendor calls for non payment/or questions regarding payments.
8. Monthly review/research General Ledger checks that have not been cashed by Vendors/Employees that are 60 days old, for reissue or resolve why not cashed.

**Performance Criteria:**

1. Accounts payable and general ledger postings are 100% accurate and balanced.
2. Meets report and project deadlines as required by supervisor.
3. Fax, office and in-house printing standard entries are 97% accurate and completed with 10 days of quarter-end per the Accounting Department Task list.
4. Is pleasant and helpful to vendors, contractors and staff. Answers the phone promptly and in a courteous manner.
5. Works as a team member to facilitate paper flow and accounting tasks.
6. Is flexible scheduling tasks and hours.
7. Fills all office and forms requisitions from stock within three working days. Requisitions are to be accurately filled and charged out correctly to the clinic/programs/departments.
8. Able to complete the monthly bank reconciliations without assistance from other accounting staff.
9. Able to code out Cash Receipt entries with only a 3% error rate.
10. Treats all financial related information in a confidential manner.
11. Maintains adequate stock on hand for office and form supplies in Administration in order to fill requisitions in an efficient manner. Inventory must also be kept at reasonable dollar value.

**Supervision and Evaluation:** Supervised and evaluated by the Chief Financial Officer.

**Minimum Qualifications:**

1. Completion of formal bookkeeping or accounting courses or on-the-job bookkeeping experience.
2. Proven competency with a 10-key calculator.
3. One to two years of experience with computerized accounting packages.
4. Strong Excel or spreadsheet experience and knowledge.

5. Good verbal skills and pleasant telephone voice and style. An outgoing, people-oriented person.

6. Above-average math skills.

7. Ability to handle multiple tasks.

8. Able to lift or move boxes up to 30 lbs.

9. Able to work flexible hours and days.

10. Strong organizational, attention to details and follow-up skills.

11. Self-starter

12. Capable of working with minimal supervision.

**Preferred Qualifications:**  
1. Three-plus years of experience with computer accounting systems.

2. Greater than average knowledge of the health care field--2 years of health related office experience.

3. Completion of college level accounting classes (more than 3 credit hours).

4. Purchasing related background.