

SAMPLE – SUBJECT TO CHANGE

BERKELEY CITIZENS, INC.
ACCOUNTS PAYABLE/RECEIVABLE CLERK
August 2011
(NON-EXEMPT)

As an employee of Berkeley Citizens, Inc., the Accounts Payable/Receivable Clerk reports to the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Correctly coding, processing, strictly controlling, monitoring, and filing purchase orders and invoices for Berkeley Citizens, Inc. (BCI).

Ordering, receiving, distributing, and returning (as necessary) goods and services for BCI.

Invoicing customers, producing and distributing statements and monitoring accounts.

Monthly monitoring and annual preparation of IRS Form 1099 to accounts payable vendors for BCI.

Monthly monitoring and preparation of Sales and Use Tax due to the State of South Carolina Tax Commission for BCI.

Maintain inventory of administrative and general operational office supplies for BCI.

Maintain and replenish petty cash funds for BCI.

MARGINAL DUTIES AND RESPONSIBILITIES :

Maintenance and filing of Finance Department files on vehicles to include, but not limited to, preparation of vehicle tax exemption forms to the State and upkeep of listing on vehicle license renewals.

Maintenance and filing of agency contract files for equipment purchases, service contracts, lease agreements, maintenance agreements, therapy/medical agreements, etc.

Receives agency cash and checks daily and records them into cash log. Counts all cash and stamps all checks with agency bank stamp. Turns in cash log with all monies collected to bookkeeper for daily deposit write up.

Other duties as assigned. Duties and/or expectations subject to change.

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OTHER REQUIRED SKILLS AND ABILITIES :

- Minimum of five years prior work experience in the accounts payable/receivable field.
- Five years of experience with multi-user financial accounting software.
- Familiar with MS Excel, MS Word, MS Access and Adobe.
- Solid understanding of debits and credits.
- Attentive to detail with the ability to organize, coordinate and schedule work assignments in an efficient and timely manner to meet State, Federal and Agency deadlines.
- Ability to count and to perform mathematical computations such as addition, subtraction, division and percentages by touch on a ten-key calculator with a tape.
- Considerable knowledge of filing and record keeping techniques.
- Ability to operate standard office equipment including, but not limited to, computers, copiers, scanners, fax
- Ability to collect, compile, balance and assemble information in a clear, concise manner in accordance with established procedures and GAAP.
- Excellent conceptual teamwork and decision making skills.
- Strong oral and written communication skills. Ability to represent the agency in a positive manner and to establish effective working relationships with vendors, staff members and the general public.
- Ability to learn quickly, be flexible and adapt to job/organization changes and alter activities to meet demands of new situations.
- Ability to work autonomously and maintain confidentiality of sensitive, highly confidential information at all times.
- Completion of BCI orientation program.
- Valid SC driver's license and satisfactory driving record.

PHYSICAL ABILITIES AND REQUIREMENTS: Abilities to include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, smelling, touching, seeing, reading small print, repetitive motions, driving.

EDUCATIONAL REQUIREMENTS:

Minimum - High school diploma or GED

Prefer some form of higher education in Accounting and Computer classes.

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday – Friday