Position Title: Accounts Payable Clerk
Department: Finance
Reports to: Regional Director of Finance
Location: Albany
Reviewed By: Human Resources
FLSA Status: Part Time; Non-Exempt

SUMMARY OF POSITION:
The Accounts Payable Clerk assists the Regional Director of Finance and Senior Accountant with the day-to-day operation of the Finance department.

Essential Job Functions:
1. Accounts Payable; verifies accuracy of invoices and allocates expenses to the correct program. Records expense vouchers, generates checks, enters manual checks and electronic funds transfers into MIP accounting system. Ensure W-9 is on hand for new vendors prior to payment. Communicate with vendors when necessary. Maintain a well-organized system of documentation for unpaid and paid invoices, items to be researched etc.
2. Prepare deposit slips and distribute a copy of deposit slip along with any back up received with the payments to the appropriate parties.
3. Maintain all Finance department filing in an organized manner, including W-9’s, contracts, leases and other pertinent financial documents.
4. Maintain positive relationships with other departments by providing timely information, assisting with accounts payable problems, etc.
5. Prepare and provide documentation for audits as requested.
6. Other related tasks as assigned.

Qualifications:
- Self-starter with the ability to proactively solve problems and show initiative in streamlining processes and workflows.
- Excellent interpersonal and communication skills necessary.
- Ability to function as part of a team.
- Critical thinking ability is vital for successful candidate.

Education and Experience
- High school diploma or equivalent.
- Bookkeeping or other accounting office experience.
- Experience with Microsoft Excel
- Experience in grant accounting and payroll administration desired
- Knowledge of computerized accounting systems

Language Skills:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively 1:1 with co-workers, internal and external customers, and outside contractors and vendors.

Mathematical Skills:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Reasoning Ability:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical demands:
The physical demands described here are representative of those that must be met by an 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 required to continuously talk and hear, frequently sit, stand, walk, reach, grasp, handle small objects, use repetitive motions of the hands and wrists. Work requires occasional bending. Rarely requires repetitive motion of the feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The Bookkeeper needs to be able to walk up and down stairs as determined by the office design. Must be able to lift and/or move up to 50 lbs., operate a computer including keyboard, and a multi-key telephone.

Must be able to maintain a flexible schedule and during peak activity periods work in excess of 7.5 hours per day and/or 37.5 hours per week as needed.

Medical requirements of the position
All staff that interacts with patients and clients is required to meet the Department of Health medical requirements of an annual Tuberculin Test (PPD), Physical and Influenza Vaccination.

Work Environment:
Work environment characteristics described here are representative of those that must be met by an 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 exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Travel:
While performing the duties of this job, the employee will have to travel to other work locations at various times. Own transportation is preferred, with a valid driver’s license, inspection, registration and adequate insurance.

Other:
1. This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
2. Management reserves the right to change, assign or reassign job duties, hours, and locations as needed. This document is for management communication only and not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
4. I understand that UHPP is an “at-will” employer.

Employee Signature: ______________________________ Date:____________________

Approved by:
Supervisor: ______________________________ Date:____________________

Human Resources: ______________________________ Date:____________________