

Upper Cumberland Human Resource Agency

Job Description

Accounts Payable Clerk-Accounting

Classification: Non-Exempt
Department: Finance
Reports to: Assistant Director of Finance
Salary Grade: SA4 - \$19,000.00 - \$22,000.00 (*Salary may be less than minimum amount listed dependent upon financial restraints of the agency.*)
Job Group: 2
Census Code: 5120
2010 SOC Code: 43-3031
Employment: At Will

POSITION SUMMARY

This position is responsible for accounts payable. Work performed in executing a variety of accounting and clerical work of simple to moderate complexity.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepares allocations of expenditures to programs.
- Codes invoices for payment.
- Performs data entry for accounts payable.
- Reviews and verifies computerized accounts payable report.
- Processes accounts payable checks and prepares for mailing.
- Ensures appropriate approval for payment.
- Assists with filing and maintaining accounts payable files.
- Responds to inquiries from vendors and employees.
- Prepares financial reporting.
- Prepares bank statements
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- High school degree or its equivalent is required.
- Twelve months work experience in a related field is required.
- Excellent work habits
- Excellent organizational skills
- Very dependable and punctual
- Good keyboard proficiency
- Basic knowledge of computer operations

ESSENTIAL FUNCTIONS

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment

Americans with Disability Specifications

Upper Cumberland Human Resource Agency

Job Description

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____