

# Oregon Child Development Coalition

## JOB DESCRIPTION

**Position Title:** Accounting Clerk/Payables  
**Wage/Hour/Status:** 9 Non-Exempt  
**Reports to:** Accounts Supervisor

*Employee's signature of acknowledgment and understanding of this document:*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

### **Position Summary:**

Pays invoices by verifying and completing payable transactions, maintaining files and other payable information, reconciles vendor statements.

### **Essential Functions:**

*Regular and consistent attendance is an essential function of this position.*

1. Prepares work to be accomplished by:
  - a. Gathering and sorting documents and related information.
2. Pays invoices by:
  - a. Verifying transaction information, checking prices, verifying amounts, reconciling discrepancies, reviewing purchase orders and invoices for accuracy, scheduling and preparing disbursements, and obtaining authorization of payment.
  - b. Interfacing with purchase order system
  - c. Entering a high volume of vendor invoices, employee reimbursements and purchase orders into system for payment
  - d. Back up check printing, obtaining signatures, matching and mailing accounts payable checks twice weekly
3. Resolves account discrepancies by:
  - a. Investigating documentation; requesting stop payments, payments, and adjustments.
  - b. Corresponding with vendors as needed to ensure proper payment.
  - c. Processing and entering voided checks and purchase orders.
  - d. Working with general ledger accountants on problems related to bank reconciliation.
4. Maintains financial historical records by:
  - a. Filing accounting documents, reports, transmittal sheets, and other documentation related to accounts payable.
5. Maintains financial security by following internal accounting controls.

6. Team Work / Relationship Building
  - a. Communicates effectively to build trust.
  - b. Maintains a professional, mutually respectful and productive working relationship with all Agency personnel.
  - c. Attends meetings, accomplishing related results as needed.
  - d. Is sensitive and supportive to the needs of staff.
  - e. Participates in work groups, committees and other activities instrumental to Human Resources and OCDC operations.
  - f. Works cooperatively with team to coordinate logistics and materials for meetings.
7. Program Knowledge
  - a. Assures that human resources activities correlate with established goals, objectives and work plans.
  - b. Assures program compliance with Head Start Performance Standards, Oregon Child Care Division regulations, and other applicable rules.
8. Professional Development
  - a. Attending meetings, workshops, and trainings, networking and reading professional publications
9. Professional and Ethical Conduct
  - a. Supports Our Mission, What We Do, and Our Vision and Values in daily activities.
  - b. Demonstrates and applies continually the principles and values of OCDC's Code of Ethics, Code of Behavior, and Code of Conduct.
  - c. Maintains confidence and protects agency operations by keeping information confidential in compliance with OCDC policy and procedures.
  - d. Applies safety practices in all facets of the performance of duties in compliance with safety standards and immediately reports any unsafe or hazardous working conditions and/or any injury.
  - e. Abides by the Head Start Standards of Conduct.
10. Other
  - a. Performs other work related or assigned duties.

#### **Education and Job Requirements:**

- High School Education or GED, AND
- At least 2 years related experience in accounting or business, preferably in accounts payable

#### **Other Job Requirements:**

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass an agency sponsored physical examination. TB test documented.

3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Knowledge of basic accounting methods with an orientation in payables.
5. Ability to travel out of town to attend workshops or training.

**Other Skill Requirements:**

1. Proficient knowledge of computers and applicable software (i.e. Microsoft Word, Word Perfect, Excel) and office equipment such as calculator.
2. Ability to read, write, and perform mathematical calculations.
3. Excellent communication and organizational skills.
4. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made within general agency policy constraints, but occasionally requires independent decision making.

**Physical Requirements of the Job:**

Please see Human Resources for Physical Job Analysis

**Job Conditions:**

There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods.

**Mental Requirements of the Job:**

Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must gather and analyze data and regulatory material and make presentations to local staff and outside agencies. Considerable amount of variable levels of concentration with frequent or constant interruptions. Must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties