

POSITION: Accounting Clerk
DEPARTMENT: Accounting
SUPERVISOR: Accounting Supervisor

Job Summary:

- Performs the full range of Accounts Payable processing and record keeping.
- Performs a variety of accounting clerical tasks.
- Assists Billing office as needed.

Qualifications:

- High School Diploma with data entry and some financial healthcare experience preferred. Computer skills including proficiency in Microsoft Office Suite particularly Excel is preferred.

Duties:

- All items related to Accounts Payable which includes scheduling and overseeing payments to vendors, ensuring timely and accurate disbursement while addressing outstanding credit issues.
- Handle vendor calls and correspondence.
- Prepare month-end journal entries for approval by the Accounting Supervisor / Manager.
- Reconcile transaction, budget, and expense reports, and report on discrepancies in records
- Maintain records of transactions, account resolutions, and financial filing systems.
- Prepare bank statement reconciliations for all accounts monthly.
- Post and balance monthly, the cash disbursements journal, and the Accounts Payable Journal.
- Assist Accounting Supervisor / Manager in preparing month-end financial statements.
- Enter financial transactions into internal databases, and data entry.
- Participate in year-end financial Audit as assigned by the Accounting Supervisor / Manager.
- Responsible for Accounting Department Quality Assurance Program.
- Prepare special reports as requested.
- Meet monthly, quarterly and yearly closing deadlines.

- Prepare daily bank deposits and cash reports.
- Maintain Petty Cash Fund.
- Responsible for typing, copying and filing of Accounting Department correspondence, reports, forms, etc.
- Any other duties as assigned by your Supervisor or the Administrator of this facility.

By signing below I acknowledge that I have received, read and understand the Job Description for my intended position and fully understand the contents therein.

While functioning in my intended position I shall perform these duties to the best of my ability.

Signature

Date