

I. JOB TITLE: ACCOUNTS PAYABLE CLERK

II. JOB CLASSIFICATION: ACCOUNTING I

IV. SUPERVISOR: CHIEF FINANCIAL OFFICER

V. MINIMUM QUALIFICATIONS: HIGH SCHOOL DIPLOMA OR EQUIVALENT

VI. PRIMARY JOB FUNCTIONS AND PERFORMANCE EXPECTATIONS:

A. ACCOUNTS PAYABLE

- RESPONSIBLE FOR PAYING AND KEEPING RECORD OF ALL INVOICES
- KEEP TRACK OF ALL COMPANY CREDIT CARD SPENDING AND MAKE PAYMENTS ON CREDIT CARD ACCOUNTS
- ANALYZE ALL ACCOUNTS ON A MONTHLY, QUARTERLY, AND ANNUAL BASIS TO ENSURE PAYMENT ACCURACY
- WORK COLLABORATIVELY WITH VARIOUS DEPARTMENTS TO PERFORM ACCOUNTING AUDIT
- HANDLING ACCOUNTS PAYABLE FOR SEPARATE ENTITIES AND VENDORS
- ESTABLISH AND MAINTAIN RELATIONSHIPS WITH NEW AND EXISTING VENDORS
- ENSURE BILLS ARE PAID IN A TIMELY AND ACCURATE MANNER WHILE ADHERING TO DEPARTMENTAL PROCEDURES
- RECEIVE, SORT, AND SLOT INCOMING MAIL AND MAKE BANK DEPOSITS FOR CHECKS
- OTHER DUTIES AS ASSIGNED

B. REPRESENTATIVE PAYEE

- MAINTAIN COMPLETE AND ACCURATE RECORDS FOR THE INDIVIDUALS WE SUPPORT INCLUDING BILLS, INVOICES, CHECKS, AND SPREADSHEETS
- CALCULATE AND PAY RENT AND RESIDENTIALS FEES FOR CLIENTS
- CUT CHECKS FOR CLIENT SPENDING PLAN
- RECONCILE CLIENT CHECKING MONTHLY
- PREPARE REPRESENTATIVE PAYEE REPORTS

C. HUD

- COMPLETE ANNUAL RECERTIFICATION, INTERIM RE-CERTIFICATION, MOVE-INS, AND MOVE OUTS
- MANAGE FILES
- PREPARE MONTHLY VOUCHER

