



Accounts Payable/Receivable Technician

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Responsibilities include all aspects of Accounts Payable and Receivable processing, supporting spreadsheet generation for multiple fund/line-item expenses, and bank reconciliation of subsidiary accounts.

QUALIFICATIONS:

- Sufficient education and or related work experience.
- Demonstrate reasonable proficiency with Word and Excel, or other comparable software.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

SKILLS & ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Must be a self-starter and dependable.
- Ability to accurately and succinctly communicate both orally and in writing.
- Ability to maintain confidentiality and handle related materials.
- Ability to follow directions and work productively with a minimum of supervision.
- Ability to perform all basic bookkeeping functions.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Enter incoming A/P invoices and related account distributions.
- Maintain any spreadsheets supporting A/P invoice distributions.
- Print and mail A/P checks.
- File and maintain related documentation.
- Perform general bank account reconciliations monthly.
- Prepare supporting spreadsheets: such as prepaid expenses and the allocation of "common" expenses such as leases and utilities.
- Maintain, process and bill monthly accounts receivables.
- Maintain and process monthly employee benefits.
- Track Agency cell phones.
- Assist the Director with special projects as needed.

Position Name: Accounts Payable/Receivable Technician

Department: Administration

Supervisor: Finance Director

Revision Date: April 7, 2023

FTE: .8 Exempt Non-Exempt

Position Open: Until Filled

Send your cover letter and resume to staffing@community-works.org to be considered for this position.

Please include the position name in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer