



JOB DESCRIPTION

TITLE: A/P Clerk

Status F/T At Will Non Exempt

SUMMARY OF THE JOB

Under the general supervision of the Accounting Manager, the Accounts Payable Clerk is responsible for compiling, processing and maintaining accounts payables records. Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices, as well as all aspects of the Accounts Payable cycle in accordance with state and federal laws, Peppermint Ridge policy, core values and mission.

DUTIES AND RESPONSIBILITIES:

1. Verify approval on all invoices and check request
2. Scheduling , preparing and processing checks
3. Process credit card statements
4. Monitor and update accruals for management accounts on a monthly basis
5. Update and maintain vendor database
6. Verifies expense reports
7. Reconciles vendor statements
8. Ability to process and follow –up on rush items
9. Maintains accounts payable files and accounting ledgers by verifying and posting account transactions.
10. Weekly accounts payable filing
11. Investigation of billing and payment discrepancies.
12. Resolve significant issue (ex. Missing receipts,)promptly
13. Deal with supplier account queries via telephone, email and fax and resolve queries promptly
14. Preparation of accounts payable checks on a weekly basis.
15. Preparation and Submission of monthly Script Orders
16. Disburses petty cash by recording entry; verifying documentation
17. Monthly review of Accounts Payable Report
18. Responsible for cell phone upgrades and replacements
19. Responsible for Maintenance of credit/debit cards as well as ordering and cancellation.
20. Tracks and ensures DMV registrations are paid on time
21. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma
2. Minimum of 2 years experience in accounting. Exempt organization experience preferred.
3. Must have knowledge of basic office skills and equipment Proficiency in accounting and general office software.
4. Must have ability to communicate effectively in writing, and orally in the English Language.
5. Must demonstrate computer/typing proficiency.
6. Ability to handle confidential information in a discreet, professional manner.
7. Eye for detail, accuracy is imperative

8. Able to meet deadlines.
9. Polite telephone manner
10. Positive “can do” attitude
11. Excellent organizational and analytical skills.
12. Ability to be an effective team member and display initiative.
13. Able to work in a team environment, both at the management level and a department level.
14. Must possess a valid California driver's license, and driving record that meet Motor Vehicle Operating Standards and P.R driving requirements.
15. Must be physically and mentally fit to work in accordance with the Agency’s Physical and Mental Fitness Standards; must be willing to complete a health screening physical examination that includes drug and back screens.
16. Must be willing to complete a personal background investigation conducted by the State of California and must meet California Community Care Licensing and Department of Health standards for employment according to Title 22 and Title 17 regulations.

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS

I hereby certify that I possess all of the “Essential Requirements” of the job outlined in the job description for the position of the **Accounts Receivable/Accounts Payable Clerk** except as noted here.

None

Or please specify any exception:

I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation or that would jeopardize the health and/or safety of my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I

understand and fully agree that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is “at-will” for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on call) I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours.

I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____