



Amador-Tuolumne Community Action Agency

A-TCAA ACCOUNTS PAYABLE ASSISTANT

Job description

Definition: As a part of the A-TCAA team, the Accounts Payable Assistant plays an essential role in A-TCAA as a whole. Under general supervision, the Accounts Payable Assistant provides general support to the Accounts Payable Coordinator and is responsible for reviewing purchase orders, invoices and receivers and for accurately inputting data into the Agency's accounting system; for assisting employees with accounts payable-related questions; and for assisting with all other routine accounts payable duties and special accounts payable projects. The Accounts Payable Assistant is the lead Accounts Payable staff person in the absence of the Accounts Payable Coordinator.

Supervisor: Accounts Payable Coordinator

Job Duties and Responsibilities to This Position:

- Assist with general clerical duties, such as typing, filing, copying, mailing, distribution, and answering telephones;
- Follow internal control policies and procedures for Accounts Payable and Fiscal departments;
- Assure vendor invoices and purchase orders are complete, accurate, and properly authorized in accordance with A-TCAA policy prior to input into computerized accounting system;
- Assure accounts payable purchase vouchers and journal vouchers are entered into the accounting system timely and accurately;
- Assure accurate and current vendor records and purchase order logs are maintained;
- Assure an efficient filing system for Accounts Payable records is maintained;
- Assist with processing applications for requested open vendor accounts and submit for approval; update annually or as needed;
- Assist with timely reconciliation of monthly vendor statements;
- Approve and process payments to vendors for properly authorized purchases;
- Assist with internal control of Agency credit cards per approved accounting procedures; assure that cards remain current; update as needed;
- Place on-line orders for purchasing agents as needed;
- Assist with compiling weekly invoices of standard operating costs for Program Director approval (i.e. phones, utilities, etc.);
- Assist with maintaining current listing of items needing periodic review and/or renewal (i.e. leases, maintenance agreements, volunteer and student accident insurance, etc.); provide adequate notice to appropriate staff of upcoming ending dates and assure that renewals are completed timely;
- Compile necessary data for renewal of volunteer and student accident insurance and submit for timely renewal;
- Prepare and process year-end miscellaneous 1099's;
- Assist with special projects as needed;
- Work with other fiscal staff as needed to assure cross training and backup.



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General Duties and Responsibilities:

As a part of the A-TCAA team, all employees play an essential role in A-TCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outline in the “Statement of Confidentiality and Ethics”;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with A-TCAA’s Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor which are consistent with the definition and intent of the job description.

Minimum Qualifications:

- Two years work experience in Accounts Payable with proficiency in bookkeeping;
- Experience and proficiency in word processing, spreadsheet applications, and Windows operating system;
- Proficiency in keyboarding and 10-key operation;
- Possess a valid California drivers license and an acceptable driving record;
- Ability to obtain fingerprint clearance upon offer of employment;
- Ability to work under pressure and meet deadlines;
- Effective oral and written communication skills;
- High level of organizational skills, accuracy, and attention to detail
- Ability to follow directions with minimum of supervision;
- Ability to lift 30 pounds.

ATCAA Salary Range: 126

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date