

**COMMUNITY ACTION PLANNING COUNCIL**  
**Job Posting**

<b>JOB TITLE</b>	Accounts Payable Clerk
<b>PROGRAM/DEPARTMENT</b>	Fiscal
<b>JOB LOCATION</b>	Watertown NY
<b>POSITION GRADE</b>	5
<b>WORK HOURS PER WEEK</b>	40 (Hours may vary, occasional evenings and weekends)
<b>PAY RATE</b>	\$13.98 per hour
<b>REPORTS TO</b>	Finance Director
<b>EMPLOYMENT STATUS</b>	Regular Full-time Non-Exempt

**JOB SUMMARY:** The Accounts Payable Clerk provides support to the agency's finance operations and reporting functions as necessitated by funding sources and government regulations. This position is responsible for processing accounts payable and maintaining current and accurate vendor files; sign for daily checks / cash donations; reviewing and entering in-kind data and providing administrative support to the Fiscal Office. The Accounts Payable Clerk is required to cross-train with Fiscal Office staff and maintain working knowledge of written procedures and internal controls.

**ESSENTIAL JOB DUTIES: THE MAJOR RESPONSIBILITIES OF THIS POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Maintain working knowledge of and adhere to Fiscal procedures and policies.
- Process accounts payable and maintain current and accurate vendor files; prepare vouchers for review by Executive Office Manager (Administration Office); coordinate signing and mailing of checks.
- Complete Child and Adult Care Food Program accounts payable processing; coordinate signing and mailing of checks.
- Record administrative in-kind (donations of goods, services) in the COPA (Child Outcome, Planning and Administration) web-based software. Prepare reports detailing in-kind totals for review by Finance Coordinator.
- Maintain agency inventory system; continually update and monitor inventory listing; coordinate bi-annual physical inventory process; complete total inventory lists for distribution to Program Directors.
- Complete monthly agency vehicle mileage journal entry for agency vehicles as requested.
- Prepare annual benefit summary statement and leave report for all staff.
- Assist the Finance Director in year-end audit activities.
- Assist the Finance Coordinator with end of year preparation and distribution of W2s and 1099s.
- Perform updates to GMS and troubleshoot software issues in tandem with IT Project Coordinator.

- Accept incoming payments and donations from Administrative Office staff and verify totals in the Cash Receipt Journal.
- Prepare monthly Family Center visitor and Food Bank reports.
- Provide administrative support to Fiscal Office as needed, to include signing out credit cards, processing incoming and outgoing mail, filing and answering phones; ensure office is covered at all times during normal business hours.

<b>EDUCATION:</b> Associate Degree in accounting.
<b>WORK EXPERIENCE:</b> Minimum of two (2) years experience in accounting required. Experience with accounts payable preferred.
<b>SKILLS OR OTHER ESSENTIAL REQUIREMENTS FOR THIS POSITION:</b> Excellent verbal and written communication skills; ability to maintain accurate and detailed records; strong organizational and time management skills; ability to work as a member of a team and independently; organizational and time management skills; able to balance multiple priorities and deadlines.
<b>COMPUTER SKILLS:</b> Above average computer skills, including accounting software and spreadsheets.
<b>EMPLOYMENT STANDARDS:</b> Must be able to provide own transportation to perform job responsibilities, must be able to pass background clearance. Occasional local and national travel. This position requires a high degree of integrity and confidentiality.
<b>EQUIPMENT USED:</b> Personal computer, printer, copier, telephone, fax, scanner, and calculator.
<b>PHYSICAL REQUIREMENTS:</b> Must be able to sit for prolonged periods of time not to exceed four consecutive hours, manual dexterity, and visual acuity to operate a computer.

**To apply,** submit letter of interest, updated resume and employment application form to:

Community Action Planning Council  
 518 Davidson Street  
 Watertown, NY 13601  
 Fax 315-785-0892  
 Email: hr@capcj.org

Application form available at [www.capcj.org](http://www.capcj.org).

Applications/resumes will be accepted until position is filled.

**EOE**