

**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Title: Accounting Clerk
Department: Finance
Reports To: Chief Financial Officer
Directs: N/A
EEOC: Office
FLSA Status: Non-Exempt

Summary of Position

This position will assist in verifying the mathematical accuracy of simple financial and accounting entries, type a variety of tabular and numerical data, and record routine accounting and statistical data as directed. The work is routine or repetitive in nature and follows clearly prescribed standard practice involving application of readily understood rules and procedures. The position will receive comprehensive, detailed instructions or directions from the immediate supervisor and may use operational manuals or other written materials to perform the work. Particular areas of responsibility include Accounts Payable, Petty Cash, and inventory of supplies and the maintaining of accounting files.

ChapCare Expectations of all Employees

- Adheres to all ChapCare Policies and Procedures.
- Conducts self in a manner that represents ChapCare core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.

Specific Responsibilities

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may be responsible for performing all duties and responsibilities listed below. Other duties may be assigned.

General Accounting:

- Receive mail & date stamp all invoices; compare invoices to receiving documents, packing slips and purchase orders; contact vendor to resolve any discrepancies; in the absence of an approved purchase order, obtain the necessary departmental approval; file the invoice until time for payment.
- Once checks have been printed and signed, ensure that they are mailed in a timely fashion; attach check copy to documentation and file.
- Ensure compliance with reporting requirements for payments over \$600. Obtain W-9 forms from vendors.

- Process the bank deposit by making copies of checks, preparing the deposit slip, entering and allocating checks.
- Assemble customer invoices and back-up documentation packet for mailing
- Place repair calls for office equipment, fax and copy machines.
- Inventory and order supplies for the office and cafeteria.
- Coordinate and assist with the annual file destruction of liquidated files over five years old.
- In conjunction with supervisor maintain duty reconciliation reports.
- Perform all A/R collection activities for all clients who remit payments
- Maintains files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
- Maintain regular contact with other departments to obtain and convey information and/or to correct transactions.
- Keeps management informed of area activities and of any significant problems
- Various other duties as assigned

Knowledge Of

- Generally Accepted Accounting and Auditing Principles and their application to a variety of accounting transactions and problems.
- Applicable Federal, State and Local laws, codes and regulations.
- Modern office equipment, practices and procedures.

Ability To

- Communicate clearly and concisely, both orally and in writing.
- Use computer keyboards for extended periods of time.
- Establish and maintain effective working relationships.
- Analyze and interpret financial and accounting records.
- Interpret and apply complex Federal, State and Local policies, procedures, laws and regulations.
- Operate a PC and related software programs.

Education and Experience Requirements

- A High School Diploma or GED and two (2) years of experience in work involving the compilation, computation, evaluation, and documentation of financial or monetary data.
- Federally Qualified Health Center reporting and program requirements a plus;
- Work in a Medical Practice a plus.

Language Skills

- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients and customers.
- Attention to detail; strong organizational and interpersonal skills.

Mathematical Skills

- Ability to work and apply concepts such as percentages, ratios and proportions to practical situations.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Employee Name:

Job Title: Accounting Clerk	Hrs. Worked Per Day: 8	Hrs. Worked Per Week: 40
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Physical Demands

The physical demands below are typical of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be available for individuals with disability.

Activity (Hours per day)	Never 0 Hours		Occasionally Up to 3 Hours	Frequently 3-6 Hours	Constantly 6-8+ Hours
Sitting				X	
Walking				X	
Standing			X		
Bending (neck)			X		
Bending (waist)			X		
Squatting			X		
Climbing (Stairs)			X		
Kneeling			X		
Crawling	X				
Twisting (neck)			X		
Twisting (waist)			X		
Hand Use: Dominant hand R L					
Is repetitive use of hand				X	
Simple Grasping (right hand)			X		
Simple Grasping (left hand)			X		
Power Grasping (right hand)	X				
Power Grasping (left hand)	X				
Fine Manipulation (right hand)	X				
Fine Manipulation (left hand)	X				
Pushing & Pulling (right hand)			X		

Pushing & Pulling (left hand)			X		
Reaching (above shoulder level)			X		
Reaching (below shoulder level)			X		
Keyboarding with both hands				X	

Weight	LIFTING					CARRYING			
	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Height	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+
0-10 lbs				X	<u>40"</u>			X	
11-25 lbs		X			<u>40"</u>		X		
26-50 lbs	X				---	X			
51-75 lbs	X				---	X			
78-100 lbs	X				---	X			
100+ lbs	X				---	X			

Describe the heaviest item required to carry and the distance to be carried:

A box of office supplies that can include paper, pens, etc. for approx. 25 feet. Employees have access to utility carts to carry/transport items.

Other job requirements specific to the Job :

1. Working with Bio-hazards such as blood borne pathogens, sewage? No
2. Exposure to radiation? No
3. Other : _____

Acknowledgement

I have read this job description and understand that in accepting this position I indicate can meet the essential functions of this position and other work requirements with or without accommodations. I understand my obligations to follow the policies and procedures governing the performance of my duties and to practice the ethical standards of conduct and behavior expected in my association with the residents and tier families, visitors, co-workers and business associates of the facility. I accept the position of _____ and will perform the duties to the best of my abilities

I am requesting the following accommodations _____

Comments/Remarks: _____

Employee signature: _____ Date _____