

**FAMILY ELDERCARE**  
**Accounting / Billing Specialist**  
**Job Description**



Job title: Accounts Payable Clerk	Work Location: Flex: Rutherford Office
Program: Finance	Reports to: Director of Finance
Position Status - Full-time Position FLSA Classification – Non-Exempt	Starting Salary- \$24.00/hour

The Accounts Payable Clerk is responsible for preparing and processing weekly accounts payable invoices. Responsibilities include vendor verification, review and posting of Accounts Payable transactions to accounting software while ensuring accuracy across multiple web-based platforms and data bases.

**Essential Duties and Responsibilities:**

- Review and verify general ledger coding of accounts payable invoices
- Enter accounts payable into accounting system in a timely manner
- Prepare and distribute AP checks for payment
- Maintain vendor W-9 log
- Maintain and file accounting records both physically and electronically
- Assist the Director of Finance with financial reports as needed
- Assist with preparation and finance responsibilities for various audits
- Perform special projects as assigned
- Ability to cross-train in accounts receivable

**Education and/or Work Experience Requirements:**

- 1 - 3 years' accounting experience in payables
- Familiar with Fund Accounting
- Proficient in Office 365
- Knowledge of MIP Fund Accounting or similar accounting software
- Non-profit community services industry experience a plus
- Must pass a criminal background check

**Working Conditions/Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 20 lbs.

**Needed Attributes:**

- Ability to develop productive relationships with FEC leadership, coworkers and volunteers
- Ability to work independently and as a team member to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Effective organizational, interpersonal, and communication skills
- Ability to keep accurate and organized records
- Ability to interact in a positive manner in person and on phone

**Acknowledgement and Review:**

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities  with or  without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee signature:

Date: