



Care Alliance

Job Description

Position: Accounts Payable and General Accounting Clerk

Reports to: Controller

Location: Cleveland, Ohio

EEO Category: Professional

Full/Part Time: Full Time

Shift: 8:00AM-4:30PM

Mission Statement:

Our mission is to provide high-quality, comprehensive medical and dental care, patient advocacy and related services to people who need them most, regardless of their ability to pay. Caregivers demonstrate a high level of empathy, compassion and profound respect while providing excellence of care to our patients. They serve as advocates for all of those in our Northeast Ohio community, especially the most vulnerable.

Job Summary:

Under the direction of the Controller, the AP & General Accounting Clerk Controller will be providing accounting, accounts payable, and clerical assistance to the accounting department.

Task Responsibilities:

*Include but are not limited to:

- Provide accounting and clerical support to the accounting department.
- Verify backup documentation contains proper approval, verification of receipt of goods/services, and/or other documentation as may be required to support compliance with agency policy and/or Federal or State guidelines.
- Enter and post invoices into the financial system on a daily basis.
- Prioritize processing of invoices and payment of bills to ensure timely payment.
- Maintain monthly recurring payment spreadsheet of expenses and contact vendors when invoices are delayed or missing.
- Type accurately, prepare and maintain accounting documents and records.
- Obtain required signatures on checks, stuff vendor checks, prepare for postage, and turn in to Mail Clerk for processing.
- Create new vendors in accounting software & maintain vendor files (W-9s, Certificate of Liability).
- Prepare monthly the Corporate Card statements for payment.
- Receive purchasing delivery confirmations and match up with purchase order/requisition and all other documentation. Forward completed packet to Staff Accountant.
- Verify all purchase requisitions have been made in accordance to policy and properly authorized.

Care Alliance

Accounts payable and General Accounting Clerk Job Description

- Coordinate with vendors to resolve issues of lost/damaged items and/or incomplete orders.
- Maintain Accounts Payable files for all payables checks, voided checks, & ACH transactions.
- Research, track and restore accounting or documentation problems and discrepancies.
- Performs other related duties incidental to the work described herein as may be assigned or delegated by the Finance Director or Controller.

Minimum Education and Experience:

Required:

- Proficient in Microsoft Office, particularly Microsoft Excel.
- Excellent written and verbal communication skills, including English usage, grammar, spelling, punctuation, and vocabulary.
- Able to work independently and collaboratively to complete complex tasks and projects within deadlines.
- 2-3 years of accounts payable, bookkeeping, or office administration experience.
- Ability to maintain the highest level of confidentiality and handle sensitive material concerning the organization.
- Exceptional organizational (scheduling, detail orientation, proactive follow-up and overall project management, multi-tasking), time-management, analytical, and problem-solving skills.
- Excellent interpersonal skills, etiquette and professionalism.
- High School degree or GED.

Preferred:

- Associate degree (preferred).

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Care Alliance Locations:

Care Alliance Health Center
St. Clair Clinic
1530 St. Clair Avenue
Cleveland, Ohio 44114

Riverview Clinic
Riverview Estates
1795 West 25th Street
Cleveland, Ohio 44113

Stokes Clinic
Carl B. Stoke Social Service Mall
6001 Woodland Avenue
Cleveland, Ohio 44104

Central Neighborhood Clinic
2916 Central Avenue
Cleveland, Ohio 44115

Equal Employment Opportunity

It is the policy of the Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal.

Care Alliance

Accounts payable and General Accounting Clerk Job Description

General Sign Off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

By signing this document, I acknowledge that I have read and understand this explanation and job description.

Employee Signature

Date

Copyright © 2018 Care Alliance Health Center.

Updated [Insert today's date here]

Produced under contract with Corporate College

Care Alliance Health Center

216-781-6228 • info@carealliance.org

www.carealliance.org

