



Cincinnati-Hamilton County Community Action Agency

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JOB DESCRIPTION

POSITION TITLE: Accounts Payable Clerk
DEPARTMENT: Finance
HIRING RANGE: \$13.21 - \$16.18 per hour
WORK HOURS: 8:00 a.m. – 5:00 p.m., 80 bi-weekly, evenings and weekends required

FLSA STATUS: Non-Exempt
PAY GRADE: (6)

LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road
Cincinnati, Ohio 45237

POSITION SUMMARY:

Processes all accounts payable transactions for the Agency and performs the routine clerical functions of the Finance Department. Carries out duties in accordance with Head Start performance standards and in compliance with all applicable federal, state, and local laws and regulations and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Audits documents and check requests submitted for payment from various departments, to ensure accuracy, proper documentation, authorization and coding. Resolves all questionable items.
2. Verifies accuracy and validity of vendors' invoices in reference to purchase order files and pertinent vendor history reports.
3. Prepares and codes accounts payable voucher batches, with a high degree of accuracy and detail, for approval by Assistant Director of Finance.
4. Assists with the gathering of information for audits. Also assists with the re-filing of the transactions pulled for audits.
5. Completes all data entry of accounts payable vouchers for check processing.
6. Maintains the accounts payable check copy files.
7. Develops familiarity with Federal and State guidelines and regulations related to Agency funding sources.
8. Performs all other duties as assigned.

WORK ENVIRONMENT:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

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8-26-10 kag



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QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Have a minimum of five (5) years of experience in accounts payable or equivalent accounting experience.
2. Hold a High School Diploma or GED
3. Have good computer and ten-key skills.
4. Be able to handle a high volume of work and be able to process within established deadlines.
5. Be proficient in Microsoft Office applications.
6. Be able to multi-task and prioritize duties.
7. Be able to meet the following physical requirements, with or without reasonable accommodation:
 - a. Use hands to manipulate, handle, feel, and control items or equipment;
 - b. Talk and hear;
 - c. See and be able to read, write, and interpret written documents;
 - d. Occasionally lift and move objects weighing up to 15 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Assistant Finance Director

Manages: None

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