

**Job Description**

**Job Title:** Administrative Support Clerk

**Reports To:** Executive Director

**FLSA Status:** Part-time, Non-Exempt

**Last Reviewed:** June 2015

**Summary:** To ensure the smooth and efficient operation of the administrative office by maintaining all information related to accounts receivables, accounts payable, human resources issues such as personnel files, employee benefit administration, payroll and purchasing. Clerical duties also required.

**Duties and Responsibilities** include the following:

1. Reviews all payables for authorization, availability of funds, accuracy in coding, tax accruals, discounts and compliance requirements
2. Ensures all invoices are processed and paid in a timely fashion based on vendor payment terms including periodic check printing and processing.
3. Researches and resolves all day-to-day problems related to AP items and acts as point of contact for AP related issues.
4. Acts as the point of contact for internal and vendor inquiries
5. Reviews vendor statements and follows-up on invoice discrepancies
6. Processes expense reports for reimbursement
7. Processes travel authorizations.
8. Responsible for Vendor setup, 1099 and 1042 data reporting, AP reporting, analysis and maintenance.
9. Assists with monthly reconciliations, month-end, quarter-end and year-end closes
10. Obtain appropriate tax documentation as necessary (i.e. W-9, W-8)
11. Assist in the organization and management of all vendor related files
12. Receives mail, prepares and post deposits into Quickbooks.
13. Review all employee timecards for accuracy, submit payroll, follow proper internal payroll notification procedure and retain records for each payroll period.
14. Post Payroll and related iems into accounting system.
15. Act as POC regarding employee payroll and benefits questions.
16. Ensure Intergovernmental personnel assignment (IPA) forms are completed properly, reviewed, signed and filed in employee personnel files. Calculate and prepare related invoices for electronic submission and upload to QuickBooks.
17. Distribute all Participant Fee Disclosures and quarterly statements regarding the 401K Program to employees.
18. Manages New Hire 90 Day reviews and the annual Performance Review process by distributing the Employee Performance Reviews, the Employee Self-Assessment Forms and the instruction sheet to the employees and supervisors; collecting completed reviews and updating payroll as needed.
19. Prepare Combined Federal Campaign (CFC) application for review by Executive Director.
20. Tracks Board member training requirements.
21. Maintain filing, following up on unpaid invoices, assisting the Director of Finance, and complete additional duties as assigned.
22. Assist with and/or prepare all invoices to outside vendors.

**Qualifications:**

**Education/Experience:**

High School Diploma or Equivalent. Associates degree in accounting field or equivalent certification preferred but not required. Prior work related experience of at least 2 years required.

**Language Ability:**

Ability to read, analyze, and interpret budgets and contracts. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Must possess excellent verbal and written communication skills. Ability to understand and control confidential information with absolute discretion

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

**Reasoning Ability:**

Ability to work in a fast-paced environment, work independently and take initiative. Must have strong organizational, planning and problem-solving skills. Attention to detail and accuracy imperative.

**Computer Skills:**

To perform this job successfully, an individual should have working knowledge of Microsoft Office products with emphasis in Microsoft Word, Outlook and Excel. Experience in Quickbooks required. Experience with Paychex payroll and time keeping system recommended but not required.

**Work Environment:**

The noise level in the work environment is usually quiet.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand; walk; use hands and reach with hands and arms.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_