
Position Information: A/P Clerk

Supervised by: Fiscal Director

Supervises: Does not supervise others

Salary: Coordinator III

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To play a vital role in supporting the UMCHS team and assist the Fiscal Department with Accounts Payable through written correspondence, verbal communication, and computer entry.

Essential Responsibilities:

- Assist in the preparation of Davis Bacon paperwork process and reporting as required
- Process purchase orders and check requests in a timely and accurate manner
- Oversee all aspects of Accounts Payable utilizing UMCHS' accounting system including computing and disbursement
 - Ensure invoices are accurate and paid timely
 - Contact vendors with discrepancies or issues that arise
 - Reconcile credit card statements; after payment make copies
- Reconcile Accounts Payable General Ledger Account
- Verify all receipts align with expenditure parameters, including Petty Cash and Gift Cards.
- Process travel expense reports and per diem requests
- Accumulate and report on all utilities during the grant year for budgeting purposes
- Manage funds disbursement and review itemized expenses for cooks monthly
- Conducts mid-month audits of cooks' funds to provide safety measures of agency assets
- Ensure adequate safeguarding and tracking of agency credit cards and other cards utilized for purchasing supplies.
- Track Inventory through the agency-wide Inventory Spreadsheet, compile new items and work with track inventory items for each location.
- Assist with filing and other activities necessary to support program operations

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.

- Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- High School Diploma or equivalent with 5 years' experience in an office setting or,
- AA degree with at least 2 years' experience in an office setting

Experience and Skills Requirements:

- Knowledge of benefits processing
- Experience in using Microsoft Office
- Experience in Accounts Payable preferred
- Experience in financial software preferred
- Understanding of general office procedures
- Knowledge of correct grammar and punctuation

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.

Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire

- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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