



POSITION TITLE: Accounting Assistant (Accounts Payable)

DEPARTMENT: Administration

REPORTS TO: Sr. Director of Finance & Administration

POSITION SUMMARY: Under the direction of the Sr. Director of Finance & Administration, the Accounts Payable Clerk is responsible for providing assistance and support to the agency's accounting department.

SALARY RANGE: \$20.00 to \$24.00 hourly. Position is non-exempt, full time with benefits.

SCHEDULE: Monday through Friday 8:00 a.m. to 5:00 p.m. Will require work outside these normal hours to accommodate responsiveness to donors and to achieve program goals.

POSITION REQUIREMENTS

EDUCATION: Two years of formal education beyond high school in a business-related field is preferred. Minimum of two years of finance related experience or a combination of education and/or experience.

EXPERIENCE: One to two years of previous work experience in accounting or bookkeeping field.

POSITION KNOWLEDGE: Knowledge of office administration and bookkeeping procedures including but not limited to, accounts payable, accounts receivable, payroll and purchasing. Proficient in Microsoft Office, specifically Excel. Experience in Quick Books Accounting Software is preferred.

SKILLS: Strong typing and 10 key touch skills. Organizational skills are imperative. Stress and time management skills are needed. Excellent written and verbal communication skills. Analytical and computation skills are essential. Ability to maintain confidentiality within the accounting department.

PHYSICAL DEMANDS: Mobility: frequent sitting and standing for long periods; frequent operation of a data entry device; frequent walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person

Emotional/Psychological: frequent decision-making, concentration, and public contact and occasional public speaking.

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

LICENSE:

Must possess a valid California Class C driver's license, proof of insurance, and/or have access to reliable transportation. Must have a clear background check.

PRINCIPAL DUTIES

1. Clarify any questionable invoice items, prices or receiving signatures
2. Assemble and review invoices to be completed for payment
3. Review invoices to purchase orders and ensure all goods or services were received
4. Maintain copies of invoices, correspondence, and proof of payment for all vendors
5. Obtain proper data required to make invoice payments
6. Prepare and maintain asset files for all capital purchases and disposals.
7. Value in-kind donations daily.
8. Work closely with warehouse staff to record all in-kind donations
9. Perform annual inventory certifications.

As a member of the Accounting / Payroll department you are to ensure the confidentiality and security of all financial records and employee information.

St. Mary's Dining Room provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County
by feeding the hungry, caring for health issues and restoring human
dignity to over 700 individuals each day.**