



Job Description

Position Title:	Accounts Payable Clerk
Employment Classification:	Part-time; Hourly; Non- Exempt
Reports to:	Controller
Department:	Finance
Program Summary:	Provides financial and clerical support by ensuring payments are completed and expenses are controlled by processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner
Position Summary:	Responsible for accounts payable processing, participation in the month-end financial statement closing process, including the preparation of journal entries, banking for daily cash deposits and assisting the Controller in any other financial tasks as necessary.

Major Areas of Responsibility:

- Review all invoices for appropriate documentation and approval prior to payment
- Review GL distribution coding on all invoices for accuracy
- Prepare Cash Requirements report for Controller to review prior to the check run
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- Audit and process credit card bills
- Set up new vendors in the financial software and maintain the vendor W-9 files
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Prepare 1099 Annually
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assist with other projects as needed

Knowledge, Skill and Experience Requirements:

- 2+ years of Accounts Payable experience
- High school diploma required
- Proficient in Microsoft Office applications, 10-key by touch
- Blackbaud Financial Edge experience a plus
- Strong written and oral communication skills
- Possess strong organizational and time management skills
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Possess a valid California driver's license and proof of automobile insurance. Position requires DMV clearance
- Pass a background check

Essential Qualities:

- Understanding of and passion for the Foundation's mission, vision, values
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Detail oriented, professional attitude, reliable

Working Environment/Physical Requirements:

Position may require use of personal vehicle. Physical requirements include standing, sitting, typing, bending.

Modification to work schedule may be made based on need of the Foundation.

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