



Accounts Payable Clerk

General Description

Accounts Payable Clerk is responsible for performing a range of clerical tasks related to the accounts Payable function. This generally includes receiving, processing, and verifying reimbursement requests from Team Treasurers and Office Volunteers, preparing checks for signature, distributing checks, and resolving disputes related to these tasks.

Reporting

This position reports to the GCCCI Treasurer

Time Commitment

This position requires 2 days/week

Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team

Key Responsibilities

1. Receive, review, and approve reimbursement requests, debit card receipts, and bills.
2. Processes reimbursement requests packets verifying that they are complete and accurate.
3. Prepare checks utilizing QuickBooks and obtain appropriate signatures.
4. Distribute checks and file paperwork.
5. Forward various forms to appropriate departments.
6. Monitor un-cleared checks and resolve issues before checks become stale dated. (past 90 days)
7. Resolve disputes.
8. Maintain accurate filing system
9. Back up Accounts Receivable when needed.
10. Other duties as assigned

Qualifications

1. Knowledge of general bookkeeping practices
2. Knowledge of basic computer skills
3. Knowledge of GCCCI programs, policies, procedures, and practices
4. Demonstrated experience with QuickBooks software or an ability and willingness to learn
5. Good internal customer service skills
6. Good communication skills
7. Ability to follow instructions
8. Ability to resolve issues with and between others
9. Ability to multi-task
10. Attention to detail
11. Positive attitude