

The Jewish Community Center of Greater Columbus, OH 43209

ACCOUNTS PAYABLE CLERK POSITION DESCRIPTION

Position Title: Accounts Payable Clerk
Personnel Code: Clerical Staff

Dept No: 102000
Status: Non-Exempt

Department: Business
Supervisor: Financial Director

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Provides outstanding customer services to vendors, employees & contract services; processes purchase orders, invoices and checks; maintains accurate and up-to-date accounts payable system.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** Associate's Degree in accounting or bookkeeping; BA/BS preferred
2. **Experience - Minimum Required or Preferred:** 2+ years AP experience
3. **Special Skills:** Proficient with excel; experienced with a variety of accounting software programs, highly organized and efficient. Able to sit for extended periods of time; able to lift 20 pounds.

Duties and Responsibilities:

- Date stamp incoming purchase orders and invoices on a daily basis.
- Match purchase orders to invoices, check coding, and accurately enter into accounts payable system on a daily basis.
- Research & resolve, within guidelines set by supervisor, discrepancies between invoices & purchase orders and any discrepancies with vendors.
- Review vendor's statements as they arrive to ensure all invoices are paid or in the process of being paid. Investigate and resolve unpaid invoices.
- Ensure vendor invoices are paid on time, so as to avoid late fees.
- Accurately process & mail checks weekly.
- Accurately file all paid invoices weekly; maintain the accounts payable filing system.
- Maintain vendor contract files, security of vendor W-9 information, and vendor information in accounting system.
- Enter new contract service vendor information into the Ohio New Hire reporting website monthly.
- Maintain check log and purchase order log for auditors.
- Maintain security of all JCC checking account checks.
- File MIP AP reports weekly.
- Reconcile AP general ledger to subsidiary ledger monthly.
- Prepare annual 1099's for reporting to vendors & IRS by January 31 of each year.
- Sort JCC mail and distribute to mailboxes daily.
- Columbus Jewish Day School Quarterly Billing – maintain spreadsheet, copy, invoices, research questions.
- A/P correction batches as needed
- All other duties as assigned.