



## Position Description

**Position Title:** Finance Clerk  
**Department:** Finance  
**Reports To:** Chief Financial Officer  
**Status:** Non-Exempt

### Summary

The individual will provide support for the finance functions of the Health Center.

### Duties & Responsibilities

- Ensure correct set up and maintenance of all vendors, including W9 requests and yearly 1099 filing
- Process all purchase orders, ensure adequate internal controls over purchase order system and maintain files in an orderly manner, including maintenance of electronic copies of invoices and statements
- Verify accuracy of all accounts payable invoices received and resolve billing disputes with vendors
- Confirm account accuracy based upon monthly reconciliation of statements
- Process all invoices in general ledger system, including preparing checks on a weekly basis for authorized signers
- Prepare federal grant draw report, invoices for all grants, and invoices for all fixed assets for Staff Accountant
- Process and mail all accounts payable payments within terms of contracts and agreements
- Research and produce reports on accounts and vendors when requested
- Post all receivables to accounting system accurately and timely, including all Health Center deposits
- Maintain accounts receivable file for non-patient invoices.
- Balance refund checks weekly between accounting software and EMR, work with billing to resolve any discrepancies
- Conduct reconciliation of general ledger accounts at month end
- Compiles supporting documents for journal entries on a monthly basis
- Manage Health Center donation acknowledgements and non-cash donations, with journal entry as appropriate
- Payroll Processing
- Maintain work area in neat orderly and organized manner
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

### Qualifications

The individual must respect the confidentiality of patient information while performing job duties, establish and maintain effective working relationships with patients, employees and public.

### Education and/or Experience

The individual must possess an Associate's degree or equivalent from a two-year technical school; or one year related experience and/or training; or equivalent combination of education and experience. A high school diploma or equivalent is required.

### **Communication Skills**

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

### **Computer Skills**

The individual must have knowledge of and experience with Microsoft Word, Outlook and Excel, general ledger systems and the ability to learn Sage MIP functions.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 50 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

### **Work Environment**

Work is performed in a general office setting. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours/week for full time employees, 30 hours/week for limited full time employees and less than 29 hours/week for part time employees.

**Acknowledgement**

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

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Employee Signature

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Date