

Payroll and Accounts Payable Clerk

POSITION SUMMARY

- 32 hours a week to start. (Potential to increase to 40 hours a week.)
- Full benefits

ESSENTIAL FUNCTIONS

- Process payroll data and payments.
- Compile internal management reports from payroll system software.
- Reviews all invoices for appropriate documentation and approval prior to payment.
- Maintains all accounts payable reports, spreadsheets and corporate accounts payable files.
- Assists in monthly closings.
- Prepares analysis of accounts, as required.
- Reconciliation of operating cash account.
- Maintenance of short-term forecasting model.

KEY COMPETENCIES

- Financial Management.
- Technical Competency.
- Communication Proficiency.
- Time Management.
- Problem Solving/Analysis.
- Results Driven.
- Flexibility.

POSITION REQUIREMENTS

Education and/or Experience

- Associate's degree (AA) or equivalent from two-year college or technical school or one or more years of related experience and/or training; or equivalent combination of education and experience.

Physical/Environmental

- This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

About the organization

- We are an FQHC and are tasked with providing a quality health care experience for all members of the community.
- We offer benefits including: 401(k) employer contributions; Life, Medical, Dental and Vision Insurance; Short and Long-Term Disability Insurance; paid holidays; uniform allowance and earned Paid Time Off.
- Visit our website at www.nohn-pa.org
- **Send cover letter and resume to resumes@nohn-pa.org**