



Job title: Accounts Payable Clerk

Work Location: 2303 Miramar Street, Los Angeles, CA 90057

Division/Department: Finance

Reports to: Controller

Salary : \$23.00-\$29.00

Full-time
 Part-time

Exempt
 Nonexempt

Purpose: The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Accounts Payable Clerk position ensures the mission by assisting the Controller in the delivery of clear, timely and accurate fiscal accounting. Under the direction of the controller, the Accounts Payable Clerk reviews payables for accuracy and authorization, generates payment requests, compiles data and runs various accounts payable (AP) reports, reconciles invoices in the system, interacts with and responds to inquiries from other departments regarding payables-related issues, and resolves vendor inquiries.

Essential Duties:

- Reviews payables for accuracy and to ensure proper authorization prior to payment
- Enters invoices into Bill Pay
- Creates manual checks as Bill pay
- Generates payment requests
- Compiles data and runs various AP reports
- Reconciles invoices in the accounting system
- Interacts with and responds to inquiries from other departments regarding payables-related issue
- Resolves vendor inquiries
- Overtime may be required contingent on business needs
- Adheres to all safety policies and procedures as required
- Performs other duties of a similar nature or level
- Assist with client data entry as needed
- Monitor cash flow
- Process transfers between accounts

Payroll Duties:

- Edit Timesheets
- Process Bi-weekly Payroll
 - compile and post employee time and payroll data.
 - verify and record attendance, hours worked, and pay adjustments.
 - ensure that employees are paid on time and that their paychecks are accurate
- Communicate with supervisors regarding edits/corrections as needed on their direct reports' timesheets
- Resolve Payroll Discrepancies

Miscellaneous Duties:

- Complete and verify the monthly meal count
- Complete check requests as needed for routine operating items (Ex: petty cash replenishments)
- Provide accounting assistance to agency staff and respond to questions/concerns as they arise;
- Other duties as assigned (**Data entry assistance ServTracker as needed**)

Education and/or Work Experience Requirements:

- General knowledge of accounting principles, practices, and techniques
- 3+ years of experience
- Accounting certificate or degree
- Extensive knowledge of the AP function, including processing invoices, resolving issues, and verifying payables for accuracy and authorization
- Knowledge of accounting software
- Knowledge and ability to use Microsoft Office applications to Excel create spreadsheets, Word documents, and presentations
- Able to communicate effectively, both verbally and in writing, with all levels of contractors, consultants, employees, management, and vendors
- Able to work productively and collaboratively with all levels of employees and management
- Able to comply with all safety policies and procedures
- Demonstrated organizational and time management skills
- Demonstrated problem-solving and trouble shooting skills
- Flexible and able to prioritize
- (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions, road maps, and/or other instructions;
- Valid California Driver’s License and clear DMV record.
- Background Fingerprint Clearance
- Drug Test Clearance

Physical Requirements:

The performance of duties involves working in both a kitchen and an office environment and the physical abilities to perform for hours while on your feet in the kitchen as well as to work for extended periods of time at a desk/computer and lift/move objects of 30 pounds or more.

- Ability to safely and successfully perform the essential job functions to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff and volunteers in a professional and respectful manner

Print Employee Name:

Employee signature:

Date: