

# Community Action Program of East Central Oregon (CAPECO)

## Job Description

<b>Position:</b>	<b>Accounts Payable Clerk</b>
<b>Supervised by:</b>	Fiscal Manager and Chief Executive Officer
<b>Department:</b>	Admin
<b>Classification:</b>	Regular Full Time
<b>Position Status:</b>	Non-Exempt
<b>Location:</b>	Main Office - Pendleton
<b>Range/Salary:</b>	Range 9 - \$2,320/month
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

### HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or [hr@capeco-works.org](mailto:hr@capeco-works.org). Please send it attention Human Resources if you are sending by mail.

### POSITION OVERVIEW:

The position is responsible for financial functions in accordance with Federal and State requirements and generally accepted accounting principles, including all facets of processing accounts payable.

### ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Be able to work within an automated accounting system.
- Maintain vendor files by vendor and year.
- Maintain vendor compliance records (W-9s).
- Review records for adequate authorization.
- Run reports to enable management to determine check runs.
- Prepare checks.
- Walk checks and supporting documentation through the approval/check signing process.
- Maintain payment documentation with invoices by vendor.

- Perform other day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data.
- Periodically run the accounts payable detail ledger to ensure that all payments are accounted for and properly applied.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- Associates in related field or 3 years comparable proven experience in data entry, accounts payable and/or accounting.
- High level of interpersonal skills to communicate orally in a clear and concise manner.
- Ability to maintain a high level of confidentiality with sensitive personnel information.
- Skilled at performing complex numerical calculations.
- Working knowledge of standard office equipment (i.e. calculator, copier, fax, etc.)
- Advanced knowledge of computer and financial software (outlook, Microsoft Suite, financial software).

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

**SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver’s License and insurable driving record is required

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above. I realize the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

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SIGNATURE

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DATE