



**OUTWARD  
BOUND**

*Position: Accounts Payable Clerk*

*Location: Garrison*

*Reports To: Senior AP Accountant*

*FLSA: Non-Exempt*

*Date Updated: April 13, 2008*

## **JOB DESCRIPTION**

### **Summary**

Assist Finance Department in A/P functions as well as administrative and other support duties.

### **Essential Duties and Responsibilities**

- Review invoices/expense reports/check requests, verify accuracy of payables and facilitate proper approval.
- Enter all payables into computer system.
- Obtain signatures on vendor checks and prepare for mailing.
- Reconcile cleared checks.
- Maintain payables files.
- Contact vendors, consultants and nationwide staff as needed.

### **Secondary Responsibilities**

- Prepare deposits and bring them to the bank.
- Various word processing and spreadsheet work – Microsoft Word and Excel.
- Administrative support for finance staff.

### **Knowledge and Skills**

- Proficiency in Microsoft Excel and Word required.
- Experience with Fundware accounting software a plus.
- Individual must be detail oriented, well organized, and have the ability to multi-task.

### **Education and Work Experience**

- Associates Degree in Accounting or a minimum of two years experience in a similar position.