



## California's Valued Trust JOB DESCRIPTION

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<b>Position:</b>	Accounting Clerk Accounts Payable/Payroll Functions
<b>Reports To:</b>	Director of Financial Services
<b>Status:</b>	Full Time
<b>Classification:</b>	Hourly

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### **Position Summary:**

Operates under the general direction and supervision of the Director of Finance. Responsible for the accounts payable and payroll functions of the Trust. Performs related duties as necessary.

### **Essential Duties:**

- Perform all duties associated with the accounts payable process
- Perform all duties associated with the processing of the CVT payroll
- Process self-paid retiree monthly billings and perform other functions associated with self-paid retirees
- Process the monthly eligibility billings for benefit vendors
- Act as a liaison and provide telephone assistance to subscribers and benefit vendors as needed
- Respond to billing and payment inquiries for all parties associated with the Trust (retirees, COBRA, etc.)
- Assist in identifying technology needs and implementing technology solutions for the accounting function
- Develop and maintain accurate procedures manuals for the accounts payable and payroll functions
- Assist in the preparation of the annual budget as needed
- Assist in the processing of the daily deposit and reconciliation of monthly cash receipts
- Track paid time off (sick leave, vacation, etc.) for staff
- Serve as a back-up for other accounting functions as needed
- Assist with special projects as needed

### **Experience, Skills and Abilities**

- Minimum of three years' experience with the accounts payable and payroll functions
- Experience using accounting software, MAS 100 preferred
- Understanding of bookkeeping and accounting principles
- Ability to use MS Word and Excel
- Ability to use 10 key by touch
- Ability to operate general office machines
- Strong attention to detail

- Strong written and verbal communication skills
- Strong interpersonal skills
- Excellent organization and prioritization skills

### **Education**

Requires a minimum of an AA degree in Accounting, other comparable program or equivalent coursework; applicable work experience may be considered in lieu of AA degree

### **Miscellaneous Requirements**

May be required to work occasional overtime, evenings, and weekends with additional compensation

### **License Requirements**

Possession of a valid Class III California's driver's license

Must be insurable/bondable by the trust's insurance carrier at all times while employed as the Accounting Clerk

### **Confidentiality**

Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust