



California's Valued Trust JOB DESCRIPTION

Position:	Accounts Payable/Payroll Clerk
Reports To:	Controller
Status:	Full Time
Classification:	Hourly

Position Summary:

Operates under the general direction and supervision of the Senior Accountant. 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 using Paychex Flex
- Track paid time off (sick leave, vacation, etc.) for staff
- Process self-paid retiree monthly billings and perform other functions associated with self-paid retirees
- Process the monthly billing reconciliation 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 the processing of daily deposits and reconciliation of monthly cash receipts
- Assist in identifying technology needs and implementing technology solutions for the accounting function
- Develop and maintain accurate procedural manuals for the accounts payable and payroll functions
- Serve as a back-up for other accounting functions as needed
- Assist in the preparation of the annual budget as needed
- Assist with special projects as needed

Experience, Skills and Abilities

- Minimum of three years' experience with accounts payable and payroll functions
- Experience using accounting software, Sage 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 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