

SHASTA HEAD START CHILD DEVELOPMENT, INC

Accounting – Accounts Payable

Supervisor: Accounting Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Complete weekly accounts payable function, coding data, data entry, printing and distributing checks, and resolving problems with vendors and staff.

Essential Duties and Responsibilities

- Code all accounts payable invoices and check requests; review coding on purchase orders.
- Process weekly check runs as per accounts payable manual, obtain required signatures, and distribute checks.
- Resolve questions and issues on monthly vendor statements, petty cash, and mileage reimbursements.
- Complete month/year end accruals and account reconciliations.
- Perform other duties as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties.
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret procedures and government regulations in fields relevant to position.
- Ability to write business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills to compute rates, ratios and percents.
- Ability to solve practical problems in reconciling account balances and invoice variances.
- Ability to use MS Word, Excel, and accounting software systems (i.e. MAS90) with accuracy.
- Ability to operate standard office equipment such as computer, copier, calculator.

Education

Minimum

High School diploma or GED. Two or more years related experience in a multi-purpose organization employing more than ten (10) individuals.

Desired

Associate of Arts degree in Accounting or Business Administration. Two or more years related experience in a multi-purpose organization employing more that ten (10) individuals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title