



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: AP/AR Coordinator
Supervisor: Chief Financial Officer
Work Hours: 37.5 hours/week
(M-F 8:30am – 5:00pm)

FLSA: Non-Exempt
Classification: Full-Time
Pay Rate: \$16.50/hr

Summary

Under the supervision of the Chief Financial Officer (CFO), the AP/AR Coordinator will be primarily responsible for accounts payable and accounts receivable functions and other administrative duties in the Finance Department.

Job Duties

- Maintain A/P vendor files including W-9 requests and Medicaid exclusion database.
- Enter invoices and check requests into Fund EZ, accounting software for weekly accounts payable check runs; print checks to distribute and/or mail.
- Reconcile monthly vendor statements, corresponding with vendors as needed.
- Monitor and respond to calls from vendors.
- Generate annual 1099 miscellaneous forms.
- Maintain and reconcile petty cash.
- Maintain store credit cards and logs for each card.
- Reconcile corporate credit cards and ensure appropriate journal entries are made to the general ledger.
- Assist with processing payroll bi-weekly for both agencies using Paycor software.
- Assist with collecting, processing, and reviewing timesheets and mileage forms for both agencies.
- Distribute payroll for both agencies.
- Make bank deposits and/or post office runs.
- Enter cash receipts into Fund EZ software.
- Assist with preparing various vouchers: sales tax vouchers and program expense vouchers as needed.
- Monitor and report usage of copiers and postage for all locations monthly.
- Sort and distribute weekly ordering of office and program supplies.
- Log and maintain company inventory.
- Assist with processing Aging Services timesheets every other week as needed.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Strong attention to detail and accuracy in data entry and calculations.
- Proficient in Microsoft Office and other relevant software.
- Ability to prioritize tasks and manage time effectively to meet deadlines.
- Effective communication skills, both verbal and written, for interacting with employees and external parties.
- Ability to independently travel to various destinations such as the bank, post office, and other company locations using reliable transportation options, including but not limited to personal vehicle, ridesharing services like Uber, or public transportation.

Physical Elements

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.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Must be able to sit at a computer for extended periods of time.

Qualifications

- Associate Degree in accounting or business administration plus one (1) years’ experience working in an office setting OR a high school diploma and three (3) years’ experience in an accounting environment.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.
We are an Equal Opportunity Employer.*