

	Job Description Accounting Clerk
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Job Title: Accounting Clerk	Reports To: Senior Accountant
Department: Administration / Accounting	Position Number:
FLSA: Exempt___ Non-Exempt_X_	Employment Type: FT_X_ PT___TEMP___

July 5, 2019

MISSION STATEMENT:

Clínica Tepeyac’s (Tepeyac) provides culturally competent health care and preventive health services for the medically underserved.

Now in its 25th year, Tepeyac is a community health center providing integrated physical and behavioral health care to almost 5,000 individuals from across the Denver metro area annually. Clínica Tepeyac has distinguished itself as a dynamic organization dedicated to eliminating health disparities, with an emphasis on serving Latino and immigrant communities. Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treating each patient with the highest level of respect and compassion. Clínica Tepeyac is actively pursuing a strategic vision to more than double patient visit capacity, with the addition of pharmacy and dental services in the next 3-5 years.

JOB SUMMARY:

Under direct supervision of the Senior Accountant responsible for supporting day to day accounting activities including, but not limited to: Accounts Payable, Accounts Receivable, Payroll and Financial Reporting.

A. MINIMUM QUALIFICATIONS:

- **Education:** High School diploma or GED required. Associate degree preferred, or equivalent experience in Accounting, Business and/or Finance.
- **Experience:** 3-5 years performing duties as accounting clerk/bookkeeper/accountant. Experience may include performing a supporting role or responsibility for accounts payable, accounts receivable or payroll. Experience in a non-profit and/or clinical setting preferred.
- Experience with Micro Soft office products including Word, Excel and other related software.
- Experience with Abila (Sage) MIP Accounting Software highly desirable.

B. ESSENTIAL DUTIES & RESPONSIBILITIES:

- **Accounts Receivable**
 - Prepare daily cash deposits including counting cash, detail coding for patient payments, receipts from grants, fund raising events, donations and other miscellaneous receipts.
 - Record daily deposit for general ledger posting.
 - Prepare monthly billing for certain grants and contracts.
- **General Accounting Functions**
 - Assist with the processing of accounts payable and payroll related activities including performing data entry, maintaining accounting records and filing documents.
 - Assist in generating monthly financial reports for numerous grants and contracts;
 - Month end reconciliations of bank and credit card accounts

- **Knowledge, Skills & Abilities**

- Detail-oriented, efficient and organized
- Strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.

PHYSICAL AND MENTAL REQUIREMENTS:

Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following:			
0 = None;	1 = less than 1/3;	2 = 1/3 to 2/3;	and 3 = more than 2/3
PHYSICAL: 1 Lifting < 10 lbs. - Light 1 Lifting 10 - 20 lbs. - Light-Med 0 Lifting 21 – 40 lbs. - Medium 0 Lifting 41 – 80 lbs.- Med Heavy 0 Lifting 81 – 120 lbs. - Heavy 0 Lifting > 120 lbs. – Very Heavy 0 Pushing/Pulling < 20lbs 0 Push/Pull 20 – 50 lbs. Other: Describe:	ACTIVITIES: 2 Sitting 2 Standing 1 Bending 0 Kneeling 0 Squatting 1 Walking (Distance) 2 Climbing (Steps, etc.) 1 Reaching (overhead, extensive, repetitive)	MENTAL/SENSORY: 3 Strong Recall 3 Reasoning 3 Problem Solving 3 Hearing 3 Seeing/Sight 3 Talk/Speak Clearly 3 Write legibly 3 Reading 3 Concentration 3 Logical Thinking	EMOTIONAL: 3 Fast pace environment 2 Steady pace 3 Able to handle multiple priorities 2 Frequent & intense customer interactions 3 Able to adapt to frequent change 3 Works under deadlines 3 Process complex info 3 Works as part of a team

ENVIRONMENTAL REQUIREMENTS:

Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following:		
0 = None;	1 = less than 1/3;	2 = 1/3 to 2/3; and 3 = more than 2/3
0 Blood and body fluids 0 Biohazards (e.g., bacteria, fungi, viruses) 0 Radiation (ionizing, laser, microwave) 0 Toxins, cytotoxins, poisonous substances 0 Chemicals 0 Hazardous materials other than blood and body fluids 1 Communicable disease 1 Combative situations	1 Working Outdoors 0 Hot, cold, wet surroundings 0 Dust, fumes, gases, mist, powders 0 Loud or unpleasant noises 0 Electrical hazards 0 Grease and oil 0 Vibration 0 Heights 0 Moving mechanical parts 0 Wear protective clothing/equipment 0 Use hand or power tools 0 Operate vehicles/machinery	DAILY ACTIVITIES? 3 Continuous keyboard use >2 hrs or intermittent keyboard use > 4 hrs 0 Performance of same motion/motion pattern every few seconds greater than 2 hours at a time 0 Vibrating or impact tools/ equipment greater than a total of 2 hrs 0 Forceful hand exertions greater than a total of 2 hours
Type of protective clothing, equipment, hand or power tools, vehicles and machinery used:		

The above statements are intended to describe the general nature and level of work being performed by an employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This position description has been reviewed with me and I fully understand and agree to the above.

Employee Signature

Date