

# EOC

Economic Opportunity Council of Suffolk, Inc.

POSITION TITLE: JUNIOR ACCOUNTANT /AP

PROGRAM FINANCE

REPORTS TO: EXECUTIVE ASSISTANT TO THE CFO

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## MAJOR RESPONSIBILITIES:

Process accounts payable and billing as required. Maintain accounts payable records and files. Coordinate approved purchases.

## DETAILED RESPONSIBILITIES:

- 1 Prepare payables for each program as required.
- 2 Review and compare receiving records for invoices.
- 3 Record approved purchase requisitions for payment.
- 4 Submitted approved purchases to vendors.
- 5 Collate checks, purchase orders and invoices for signature.
- 6 Mail authorized payments.
- 7 Monitor Finance team supplies.
- 8 Make remote and other bank deposits.
- 9 Process Medicaid billing as required.
- 10 Work with program staff to confirm accuracy of all billing entries.
- 11 Process other billing as required.
- 12 Record billing in accounts receivable.
- 13 Record receivables in voucher schedules.
- 14 Maintain communication between Department Supervisors and vendors regarding any questionable invoice, purchase request or billing.
- 15 Prepare schedules and reports as required.
- 16 Maintain accounts payable files.
- 17 Use postage machine, copy machine and computer equipment.
- 18 Special projects as requested.

**Reviewed and approved by the Management Team 1-3-23**  
**I have read and understand job description.**

Print Name:

Date:

Employee Signature Required :

Section 2

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**REQUIRED SKILLS AND ABILITIES:**

- 1 Knowledge of accounting theory and practices.
  - 2 Ability to perform assigned tasks accurately.
  - 3 Attention to detail.
  - 4 Good arithmetic skills.
  - 5 Ability to bend and lift 20 pounds
  - 6 Excellent computer skills: *EXCEL, WORD, and Fund-EZ.*
- **Must possess a valid New York State Driver’s License and have own transportation. 100/300 Bodily Injury Liability**
  - **Required PPD test**

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

Associates degree or equivalent with two years accounts payable experience.  
**OR**  
Education and experience may be substituted for each other on a year-for-year basis.

**CATEGORY:**

**CLERICAL / NON-EXEMPT**

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