



POSITION ANNOUNCEMENT

Accounts Payable Clerk

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking an **Accounts Payable Clerk** to support the financial operations of the agency and to ensure timely and accurate processing of invoices and purchase orders. Perform Accounts Payable, Management of Prepaid Expenses, and other duties as needed.

Responsibilities:

1. Full cycle accounts payable.
2. Management of Prepaid Expenses
3. Month end closing duties.
4. Assist Accounting Manager/Chief Financial Officer in various projects as needed.
5. Assist with Daily Incoming Mail
6. Processing Consumer Credit Counseling Client Deposits
7. Entering Medicaid Billing into HP Enterprise Software

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Great Plains experience preferred.
4. Understanding of Generally Accepted Accounting Principles.
5. 1 – 3 years' experience in Accounts Payable/General ledger.
6. Ability to generate and post required journal entries.
7. Ability to work independently with minimal supervision.
8. Must be dependable.
9. Prefer an Associate degree in accounting or finance.

Send resume and letter to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER