

Centennial Mental Health Center, Inc.
Job Description

Job Title: Accounting/Human Resources Clerk I **Job Class:** Administration
Reports to: Appropriate Department Manager **Grade:** 2
Status: Non-Exempt

POSITION SUMMARY

Performs a variety of duties in accordance with standard accounting, MIS, or human resources procedures under moderate supervision and guidance. Work is subject to audit and verification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares monthly billings, paychecks, invoices, payments, or other related recurring transactions.
2. Assures appropriate approvals and authorization are received for various transactions.
3. Organizes recurring billings, payments, and other correspondence, insuring timely processing.
4. Distributes correspondence to the appropriate office and staff for follow-up.
5. Posts receipts, billings, or other accounting or human resources transactions in computer.
6. Reviews accuracy of various submitted information and ensures no duplicate information exists.
7. Coordinates with MIS staff and staff at local offices as necessary to maintain accurate information.
8. Assists staff at local offices with inquiries related to the accounting, MIS, or human resources processes and systems.
9. Maintains files on each billing, vendor, employee, hardware/software or other related item.
10. Maintains process to track billings or payments to ensure no duplicate transactions occur.
11. Trains staff on accounting, human resources, or MIS related information as necessary. Problems the clerk is unable to resolve are elevated to their supervisor.
12. Contacts and coordinates with external agencies as necessary to resolve discrepancies.
13. Prepares year-end and statistical reports as required.
14. Maintains sufficient knowledge of accounting, computer operations, or human resources to complete duties efficiently.
15. Maintains and follows written procedures for each task or responsibility and updates procedures as necessary. All procedural changes are approved at a higher level.
16. Performs filing and data entry as needed.
17. Performs other job duties as assigned.

JOB REQUIREMENTS

EDUCATION

High school. College level courses in Business Administration preferred.

EXPERIENCE

Minimum of one years experience working in an office setting. Two years preferred. Experience using Microsoft products.

ABILITIES, KNOWLEDGE, SKILLS

Familiarity with general accounting theories and practices. Knowledge of computer processing. Ability to use various software packages including spreadsheets, database, and word processing. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, consumers, customers, and the general public.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date

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