



POSITION: Accounts Payable Bookkeeper	REPORTS TO: Chief Financial Officer
CLASSIFICATION: Full-Time Non-Exempt Position	DEPARTMENT: Fiscal

PRIMARY RESPONSIBILITIES:

The Accounts Payable Bookkeeper is responsible for all phases of the accounting work pertaining to the payment of bills. The individual holding the position reports to the Chief Financial Officer (CFO).

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Accounts Payable for Centro Campesino, Biscayne Senior, Palm Villas corporate accounts and Florida Department of Affairs separate cash account
- Receive and review legal documentation from staff regarding contracts, purchase orders, receipts, etc.
- Receive and verify validity of invoices from vendors, contractors and staff.
- Classify expenses according to grants and funds, process same for payments using accounting software.
- Obtain appropriate check signatures.
- Stamp all documents with check number and date paid.
- Distribute all checks as per instructions. Obtains lien releases for construction projects.
- Maintain daily cash flow log of deposits and disbursements from the various cash accounts.
- Posts and update manual and voided checks to GMS system at least once per week.
- Maintain an up to date vendor list.
- File or forward paid documents as per instructions.
- Update payment history daily.
- Receive, review and respond to inquiries from vendors and staff.
- GMS systems backup as required.
- Stop payments as required.
- Invoice staff for personal expenses as required.
- Administer petty cash disbursements as reimbursements.
- Prepare credit applications and year end 1099s.
- Coordinate with payroll bookkeeper for required employee deductions for health insurance, petty cash and other.
- Maintain listing of corporate computer software, pager units, radios and routine monthly payments by vendor and due date

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- High School diploma and 2 years of related experience or AA degree in accounting.
- Proficiency in Microsoft Office Suite: Word, Excel and Outlook and knowledgeable in QuickBooks is a plus
- A team player with the ability to be discreet with confidential information, have good telephone etiquettes and able to deal with public.
- Spanish/English preferred, but not required.

COMPESATION:

This is a non-exempt full-time (40 hours per week) position. Starting salary is \$14.00 an hour contingent on experience and education. Benefits include: company paid health-insurance, long-term disability insurance, life-insurance, annual leave and sick leave, low-cost employee-paid dental and vision plan, employer contribution to a 403-B retirement plan is offered after one year of employment.

Please send **cover letter and resume** to Ms. Vivian Nesmith at vnesmith@ccfcfl.org. Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.