



## North Central Florida Health Planning Council, Inc. (dba WellFlorida Council)

### *Job Description*

<b>Job Title:</b>	Accounting Clerk
<b>Department:</b>	Fiscal and Administrative Services Team
<b>Employment Type:</b>	Full-time, (Non-Exempt)
<b>Location:</b>	Gainesville, Florida, but serves 16-county area
<b>Salary:</b>	Up to \$22.00 per hour; plus benefits
<b>Posting Closes:</b>	Open Until Filled
<b>Apply at:</b>	<a href="https://tinyurl.com/WF1053">https://tinyurl.com/WF1053</a>

### **JOB SUMMARY**

This is a technical and administrative position. The Accounting Clerk is responsible, under the direct supervision of the Sr. Accountant, for preparation, processing and performing fiscal/accounting duties, including but not limited to, accounts payable, purchasing (encumbrances), checks, payroll and for performing varied administrative tasks. This position may also be assigned certain other duties supporting the professional and administrative functions of WellFlorida Council.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position without accommodation. The omission of an essential function does not preclude the management team from assigning duties not listed herein if such functions are a logical assignment to the position.

- Records financial transactions including but not limited to accounts payable, payroll and encumbrances.
- Receive invoices and encumbrances and ready them for payment.
- Prepare and process payroll information.
- Verify invoices, payroll and encumbrances for accuracy and completeness.
- Review payables coding and assisting posting batches and printing checks.
- Provides support and backup to the Fiscal and Administrative Support Team
- Assist the office and management team with general office management duties.
- Assist in audit preparations.
- Perform other duties as assigned.

### **KEY ATTRIBUTES AND CORE COMPETENCIES (i.e., Knowledge, Skills, and Abilities for an Employee to Be Successful)**

- Must be highly organized, self-motivated, compassionate and detail oriented.
- Must have the ability to both work independently and as part of a team.
- Must have computer literacy to complete daily tasks, bookkeeping procedures, updating and maintaining payroll records
- Must have knowledge of federal and state regulations
- Demonstrate a high level of verbal/written communication, interpersonal, self-management, and creative thinking skills.

- Sound judgment in meeting the responsibilities and performing the duties of the position.
- Ability to identify and create new and better ways for the organization to be successful.
- Ability to achieve results and success even under tough circumstances.
- Flexibility in the ability to work both from a fixed office location and to telework from a remote location as necessary or warranted.

## **QUALIFICATIONS**

### **Education**

- Four-year degree from an accredited college or university in Business Administration with accounting background or a related field. Professional experience may be substituted for a bachelor's degree.

### **Experience**

- Minimum of 2 years' experience in the field of accounting or bookkeeping required/ preferred.
- High level of knowledge and experience with Microsoft and computer-based systems required/ preferred.
- Experience and knowledge of accounting software or MIP Programs preferred.

### **Driving Requirements**

- Possess a valid Florida Driver's License (required).
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes).

### **Other Requirements**

- An FDLE background check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- Level II Background Check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Must be able to maintain stationary position for long periods of time.
- Must be able to occasionally move about inside the office to access file cabinets, copy machines, printers and front door.
- Must be able to consistently operate a computer and other office productivity machinery such as calculator, copy machine and printers.
- Must have the ability to communicate information and ideas so others will understand.
- Must have the ability to exchange accurate information with management and other employees.
- Must have the ability to observe details including inspecting, assessing and determining details/information.
- Must have the ability to focus and read forms and instructions for long periods of time.
- Must have the ability to bend, stretch and reach for items as needed.
- Must have the ability to walk short distances.
- Must have the ability to climb a ladder.
- Lifting up to 50 pounds.