



<b>Position Title:</b>	Accounts Payable Clerk
<b>Last Reviewed:</b>	October 2024
<b>Department:</b>	Accounting
<b>Position Status:</b>	Full-time
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Chief Financial Officer

### **Position Statement**

The Accounts Payable Clerk performs the daily Accounts Payable functions for Hearthway, Inc. and its managed properties.

### **Essential Responsibilities**

- Process a high volume of vendor invoices daily, ensuring that they are coded to correct property/entity in Resman accounting system.
- Coordinate invoice coding and approval deadlines with Accounting, Real Estate Development, Housing Resources, and Property Management staff.
- Process vendor payments/disbursements weekly and by the assigned deadline. Process one-off check requests as needed.
- Process recurring payables and disbursements to team members and vendors
- Maintain vendor files including W-9's for new vendors and insurance information.
- Communicate with vendors to resolve any issues or address payment inquiries.
- Distribute fuel cards to Site staff, collect receipts, and cross-reference charges with the correct receipts.
- Reconcile monthly credit card statements, collect receipts, code charges to specific accounts and property for payment based on the receipt records.
- Print and submit annual 1099's and associated 1096s for Hearthway, Inc and its managed properties.
- Understand the monthly AP closing process and impact on the financials. Ensuring timely and complete closing process.

## **Required Skills or Abilities**

- Exceptional organizational skills including multi-tasking, prioritization, and meeting high priority deadlines.
- High attention to detail and accuracy.
- Ability to perform duties with limited supervision.
- Strong Customer Service skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office

## **Education and Experience**

- 3+ years' experience in Accounts Payable/Bookkeeping required.

## **Physical Requirements**

- Stationary work. Exerting up to 10 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- The team member is required to have close visual acuity to view and work on a desk computer/laptop/iPad.
- Work is performed in an office environment and requires the ability to operate standard office equipment (phone, fax machine, copy machine, postage machine, etc).
- Must have the ability to walk short distances.

## **Hearthway's Commitment to Equity**

Diversity and a culture of inclusion are crucial to the mission of Hearthway. We believe that self-reflection and awareness is critical, that diverse, equitable and inclusive representation should be reflected by our board, our team members, and in our programming and services.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

## **Disclaimer**

This job description is not a contract for employment, and it is not an inclusive listing of all the duties, responsibilities, and expectations of the position. Duties, responsibilities, and expectations can change at any time without notice. This document does not extend an offer for permanent or continuous employment. Hearthway is an at-will employer.

**Name:**

**Date:**