



Texas Lions Camp, Inc.
Job Description

Job Title: Accounts Payable Clerk

Department: Administration

Reports To: Staff Accountant

Qualifications

Education and/or Experience

Two to three years in accounts payable, bookkeeping, accounting or related experience in a related position are preferred.

Summary Description

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties:

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives and enters bills and payables in computer-based, accounting system and pays corporate liabilities by due-date.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules and due dates.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Cooperates with auditors and provides information, reports and disclosures as requested.
- Other duties may be assigned.



Supervisory Responsibilities

There are no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Language Skills - 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, donors, vendors, Board Members, and the general public.
- Mathematical Skills - Ability to work with mathematical concepts such as probability and statistical inference, currency, accounting and finance. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Computer Skills - To perform this job successfully, an individual should have knowledge of MIP Accounting software or its equivalent; MS Access Database software; Donor Perfect Development software; MS Excel Spreadsheet software and MS Word, Word Processing software; MS Outlook email software and internet browsers.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit and use hands to keyboard information into computer systems. Specific vision abilities required by this job include close vision.

Work Environment

The work environment for this position is a professional office and the noise level in the work environment is usually quiet. From time to time, some outdoor work and work-projects are required.