



Humane Society of Sonoma County Job Description

Job Title:	A/R & A/P Clerk	Location:	Santa Rosa
Department:	Admin	Hours:	40 hrs. /wk.
FLSA Classification:	Full-time, non-exempt	Reports To:	Finance Director

SUMMARY

Working with the Finance and Development departments, the Accounts Receivable & Accounts Payable Clerk is responsible for the day-to-day bookkeeping activities and cash management for the Humane Society and Healdsburg Center for Animals including cash receipts, accounts receivable, and accounts payable.

DUTIES AND RESPONSIBILITIES

Finance:

- Process and prepare daily deposits from Infinity, cash register, Shelter Buddy (shelter management system), Neo and Development transactions to balance all A/R increases and decreases for both HSSC and Healdsburg locations.
- Input transactions into check register and scan to bank.
- Deliver cash deposits to bank.
- Order and manager HSSC office supplies; refill postage meter as needed.
- Ensure cash drawers have adequate change, and reconcile as needed.
- Accounts Receivable: Prepare HSSC statements, process customer payments, handle all collections accounts, payment plans and NSF statements.
- Cross train and provide back-up assistance for the Staff Accountant and Finance Director.
- Process, code, and input accounts payable invoices into QuickBooks; route to managers for approval and follow up as needed.
- Track and reconcile credit card transactions.
- Obtain W-9 information for vendors.
- Prepare weekly AP check run.
- Prepare periodic financial reports as requested.
- Make corrections in Infinity as needed.
- Assist with annual financial and regulatory audits.
- Create monthly financial report of all uncategorized income for Finance Director.

Development:

- Open, sort, copy, scan and distribute information about all monetary donations received through US mail to our PO Box, HWY 12 or Westside Road address.
- Process all donations received by adoptions and clinic front desk staff directly from donors at both shelters.
- Facilitate processing of cash funds received from donation boxes and outside fund raisers.
- Process funds raised through in-house events, such as the annual Gala.
- Process credit card donations.
- Coordinate with Development Director and/or Staff regarding campaign/fund tracking and documentation, and allocation of donations to correct funds.
- Coordinate with Development Director and/or Staff on reporting for either accounting or development purposes.

Supervision: This position reports directly to the Finance Director. This position has no direct reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent problem solving skills.
- Ability to multitask and meet deadlines.
- Ability to write routine business correspondence and reports.
- Excellent verbal communication skills.
- Ability to use a 10-key calculator and make basic mathematical computations.

QUALIFICATIONS

- Associate degree in accounting or business with an emphasis in accounting and three to five years related experience or equivalent combination of education and experience.
- Proficiency with Excel, Word and Outlook, QuickBooks and standard computer software programs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with animals.
- Must be able to do phone or computer work for blocks of time.
- Must be able to communicate effectively (speak and listen).
- Must qualify as an insured company driver.
- Must be able to lift and move objects up to 30 pounds.
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment: Office environment. Usually quiet, with some exposure to moderate noise levels (such as barking dogs, ringing phones).

NOTES

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date