

**Valley AIDS Council d/b/a/Westbrook Clinic  
Position Description**

Job Title: Accounting Clerk (New Position)  
FLSA Status: Non-Exempt  
Department: Accounting/Finance  
Reports To: Chief Financial Officer  
Approved By: CEO  
Approval Date: 02/08/2022

**EMPLOYEE RISK FACTOR: III**

Performs tasks that do not routinely involve exposure to blood, body fluids or tissues, and are not called on to perform or assist in emergency medical care or first aid to be potentially exposed in any other way as a condition of employment.

**SUMMARY:**

As a member of the accounting/finance department team, the Accounting Clerk shares duties as assigned by CFO. Enter accounts payable invoices in the accounting share file for payment processing. Maintains the company database and log of credit cards. Maintains the accounts payable files.

**SUPERVISION RECEIVED:**

Employee works under the supervision of the Chief Financial Officer.

**SUPERVISION EXERCISED:**

None.

**DUTIES AND RESPONSIBILITIES:**

- Ability to work effectively as a team member.
- Comply with federal, state, and company policies, procedures, and regulations.
- Manage the filing, storage and security of documents.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
- Ability to organize and prioritize multiple work assignments to ensure completion of tasks with required time frames.
- Maintains the database of the company credit cards and logs each as they are issued to staff.
- Responsible for obtaining POs and receipts for purchases on company credit cards.
- Assist with the grantor audits and annual audit.
- Order office supplies for the facility when necessary.
- Demonstrate flexibility, ability to perform multiple tasks, good problem solving and positive people skills.

- Enter transactions into the accounting shared file. (Check Request) and Accounting Clerk I will create spreadsheet.
- Analyzes lab invoices for accuracy and make adjustments accordingly.
- Receives all mail, stamp received and paid when payments have been processed.
- Maintains petty cash.
- Will be responsible in making cash deposits and going to post office for any correspondence.
- Maintain inventory records on shared file. (Excel Worksheet)
- Maintains Accounts Payable files.
- Match order forms with invoices, and record the necessary information.
- Creates correspondence letters, notices and reports as needed.
- Prepare purchase orders and other expense reports.
- Validates VAC Health Care Vouchers.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS – EDUCATION:**

Required: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**MINIMUM QUALIFICATIONS – EXPERIENCE:**

- Knowledge of medical terminology and basic anatomy preferred.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology; knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources; Actively looking for ways to help people.
- Communicating effectively in writing as appropriate for the needs of the audience; adjusting actions in relation to others' actions; managing one's own time and the time of others.
- Being aware of others' reactions and understanding why they react as they do; monitoring /assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of Microsoft Office, specifically Outlook, Word & Excel. Must be able to work under conditions of constant interruption and be able to stay on task.
- Ability to participate effectively as a team member. Willingness to work a flexible schedule when circumstances necessitate. Commitment to the purpose and goals of Westbrook Clinic and agreement with Westbrook Clinic's philosophy.

- Ability to speak fluent English; ability to communicate effectively orally and in writing; ability to read and interpret policy and procedure manuals; ability to read and interpret documents such as safety rules, operating and maintenance instructions; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to deal with problems involving several concrete variables in standardized situations.
- Ability to use professionalism, tact and empathy at all times in dealing with people from varied backgrounds; ability to maintain assigned programs and systems; ability to meet project deadlines; ability to establish and maintain effective working relationships with peers and supervisors; ability to communicate effectively orally and in writing.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

State of Texas Class “C” Driver’s License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Employee must have the ability to communicate fluently in Spanish.

Employee must be flexible to travel, if needed.

**EQUIPMENT USED:**

Requires frequent use of personal computer; telephone, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS:**

Employee must have a constitution to work under the rigors of delivering administrative support. While performing the duties of this job, the employee is frequently required to sit for extended periods of time. The employee must occasionally lift and/or move up to 35 pounds. Vision corrected in normal range and hearing corrected in normal range.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**ACKNOWLEDGEMENT:**

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein. I acknowledge the job description is intended to describe the general nature and level of work performed in this position and the job description is not to be construed as an exhaustive list of all possible job duties or assignments performed by personnel assigned to this position.

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Employee Signature

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Date

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Chief Financial Officer Signature

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Date

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HR Director Signature

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Date

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Chief Executive Officer Signature

\_\_\_\_\_  
Date