



## Job Description

**JOB TITLE:** Accounting / Payroll Clerk  
**REPORTS TO:** Chief Financial Officer  
**HOURS/STATUS:** Full Time 37.5/Non-Exempt  
**SALARY RANGE:** \$20 - \$30 Hourly

### **JOB SUMMARY**

Under direction of CFO, responsible for: processing and monitoring invoices and vouchers, processing, and monitoring accounts receivable; accounts payable; purchasing; processes payroll and maintains payroll records and documentation necessary to substantiate and record all payroll related activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate and process payroll including employee maintenance, review of payroll processing reports, transmittal to payroll vendor, and distribute paychecks to employees.
- Processing Employee change letters, salary letters, and other similar payroll related documents.
- Process accounts payable, including account distribution, invoice/purchase order matching, invoice clerical testing, posting to the ledger, preparing the monthly journal entry, and reconciling the account.
- Maintain and review open purchase requests.
- Process customer invoices, including posting of invoices and subsequent cash receipts to supporting records, preparing monthly journal entry, and reconciling the account.
- Follow up on unpaid invoices.
- Maintain accounting records and files related to the areas of responsibility.
- Provide back-up as necessary to others in the business office.
- Other duties as assigned

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement. Analytical skills and the ability to work independently, as well as with others. Ability to interact with the public and Agency employees in a professional, responsive, and confidential manner. Proven knowledge of spreadsheet and word processing software. Must be computer literate; communicate respectfully, openly, honestly, and directly.

**EDUCATION and/or EXPERIENCE**

Associate’s degree in accounting or commensurate experience. Experience should include payroll software knowledge and report writing skills (Paychex preferred).

**EQUAL OPPORTUNITY EMPLOYER**

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date