

GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

Accounts Payable / Receivable Coordinator

Reporting Relationship:

Reports to the Chief Fiscal Officer. Full time. The Accounts Payable/Receivable Coordinator assists the CFO with design, implementation, monitoring and evaluating the accounts payable function of the agency. May be required to work additional hours. This is an hourly non-exempt position.

Duties:

Maintain the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Process Accounts Payable bi-weekly for GCASA and the GCASA Foundation. This includes: matching purchase orders with invoices, assigning general ledger and vendor account numbers to bills ready to be paid, data entry of the batch, entering 1099 status if necessary, printing checks, mailing checks, stamping paid, filing, and sending a copy of the invoice to be tagged for equipment \$100.00 and over. Manage accounts payable vendors by responding to statements and answer staff questions about orders. Make sure all the purchase orders are completed correctly per GCASA policy. Pay monthly credit card bill. Match purchase orders to the monthly bill and secure any missing purchase orders. Secure a W-9 from necessary vendors and file IRS 1099 report annually. Process residential clients PNA checks bimonthly. Give the HR Director Vendor information for vendors that provide services, are physically on the premises or handle client information. Accounts receivable for Employee Assistance Program, Prevention School Contracts and miscellaneous contracts. This includes contracts, if necessary, invoices, post payments and late notices if necessary. Dispense deposit slips and manage used receipt books. Make deposits at the bank and mailing at the request of the front office. Assist the CFO for meetings and reporting. Print monthly Cerner reports per schedule. Assist the CFO with preparing for the audit. Responsible for pulling requested accounts payable back up documents and making copies of accounts payable that cross into the next year. Manage MWBE and SDVOD policy, purchasing and report quarterly to the state. Accounts receivable for Employee Assistance Program, Prevention School Contracts and miscellaneous contracts. This includes contracts, if necessary, invoices, post payments and late notices if necessary.

Qualifications:

Degree in business, accounting, administration or related field required, or 3 plus years accounting experience. Must be proficient in Word and Excel. Candidate must complete pre-employment background/post offer drug screening. Must have valid NYS license and method of transportation.

Vacancy at: GCASA's 430 East Main Street, Batavia location

Send resume to:

Human Resources

GCASA

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

5/20/19