

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

JOB VACANCY

ACCOUNTS PAYABLE/RECEIVABLE COORDINATOR

REPORTING RELATIONSHIP:

Reports to the Assistant Chief Fiscal Officer. The Accounts Payable/Receivable Coordinator assists the Assistant CFO with design, implementation, monitoring and evaluating the accounts payable function of the agency. May be required to work additional hours.

DUTIES:

Full time. Maintain the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Process Accounts Payable biweekly 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. Make deposits at the bank and mailing at the request of the front office. Assist the Assistant CFO for meetings and reporting. Assist the Assistant 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. This is an hourly non-exempt position.

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: 430 East Main Street, Batavia

Send resume to:

Human Resources

GCASA

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

9/10/2021

DEADLINE:

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.