

**MEALS ON PROGRAMS & SERVICES OF ROCKLAND, INC.**

**JOB DESCRIPTION**

**TITLE:               ACCOUNTS RECEIVABLE/PAYROLL CLERK**  
**Non-exempt position**

**HOURS:             25 HOURS PER WEEK**

**SUPERVISOR:   DIRECTOR OF FINANCE**

**GENERAL STATEMENT OF DUTIES:**

Performs general clerical, bookkeeping, data entry assignments relating to accounts receivable; including invoicing/billing. Process biweekly payroll and maintain employee time records. Ensure accurate and prompt processing of payments, and all reporting associated with billing and payroll.

**REGULAR TASKS Accounts Receivable:**

1. Enters client and sales information into data base
2. Initiates and mails accurate statements, bills and invoices for various programs using meal count data, skips & resumes and other sales information
3. Ensures billings and receivables are correctly processed in a timely manner
4. Addresses and corrects any discrepancies in accounts or billings
5. Provides or facilitates accurate reports and analysis
6. Receives cash and checks, records and posts deposits to appropriate receivable accounts, creates deposits
7. Monitors & reconciles to bank statement Senior Center deposits, entering receipts on Excel spread sheet
8. Contact past due clients regarding their accounts
9. Performs job responsibilities in a safe and healthy manner promptly reporting any safety or health issues to supervisor
10. All other tasks as assigned.

**REGULAR TASKS Payroll:**

1. Enters, maintains, and/or processes information in the payroll system; information may include employees' hourly rates, salaries and other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
2. Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
3. Troubleshoots with finance the replacement checks or direct deposits due to payroll errors or final discharge.

4. Works with department managers to carry out time card policies and the timely verification of time worked to expedite payroll
5. Performs other duties as assigned.

**EXPERIENCE & SKILLS REQUIRED:**

- Excellent organization skills and attention to detail
- Ability to work with figures and maintain accurate records
- Strong analytical and problem-solving skills
- Ability to work efficiently, effectively and accurately
- Notary preferred

**MINIMUM QUALIFICATIONS:**

- High School Graduate
- Knowledge of bookkeeping skills
- Computer Literate (Microsoft Word, Excel & Quickbooks)

**PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times