

Napa Valley Community Housing

JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK & PAYROLL ASSISTANT

Status: Non-Exempt
Supervisor: Chief Financial Officer

Full Time Position
Departments: Accounting

The Accounts Payable Clerk works under the direction of the Chief Financial Officer and/or the Senior Accounting Assistant and processes invoices for payment and serves as a backup for payroll processing. This position also performs filing of accounting paperwork, copying and preparing accounts payable payments for mailing and other related tasks.

Key Responsibilities:

- Entering invoices and processing them for payment
- Filing Accounts Payable Invoices
- Copying of Accounts Payable checks and payments
- Helping prepare Accounts Payables for mailing
- Report Copying
- Assist with AP invoice researching and coding
- Serving as backup personnel for processing payroll and related journal entries
- Light typing (labels, envelopes)
- Help organizing accounting files.
- Errands: banking, office supplies etc. as needed
- Provide backup coverage for other staff as needed
- Other accounting tasks as required

Qualifications:

- High school diploma required. Work experience in property management or related field and/or college level classes in business management, real estate, or related field a plus. A combination of work experience and college work may be acceptable.
- Working knowledge of computer software and systems: Excel, Word, Windows, and E-mail Knowledge of or willingness/ability to learn Yardi Accounting Software.
- Ability to write business correspondence.
- Ability to effectively present information and respond to questions from groups and individuals.
- Ability to develop and maintain good working relationships with a variety of people.
- Detailed oriented and excellent follow-through skills.
- Able to organize work load and manage work time to meet deadlines.
- Sensitivity to racial, social and economic diversity.
- Vehicle required with possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California.

Application Process: The position offers a competitive salary and excellent benefits. Please submit a cover letter and resume to NVCH, 150 Camino Dorado, Napa, CA 94558. Attention: Betsy TerAvest or email betsy@nvch.org or fax to 707-255-0252. EOE