

# Community Action Program of East Central Oregon (CAPECO)

## Job Description

<b>Position:</b>	<b>PAYROLL SPECIALIST/ACCOUNTS RECEIVABLES CLERK</b>
<b>Supervised by:</b>	Contract Controller and Chief Executive Officer
<b>Department:</b>	Admin
<b>Classification:</b>	Regular Full Time
<b>Position Status:</b>	Non-Exempt
<b>Location:</b>	Main Office - Pendleton
<b>Range/Salary:</b>	Range 14 - \$3,041/month
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

### HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or [hr@capeco-works.org](mailto:hr@capeco-works.org). Please send it attention Human Resources if you are sending by mail.

### POSITION OVERVIEW:

The position is responsible for financial functions in accordance with generally accepted accounting principles, all facets of administering payroll and processing accounts receivable.

### ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Administer all aspects of payroll utilizing the payroll system, which includes calculations and data entry.
- Review, prepare, analyze and reconcile all monthly, quarterly and annual payroll reports including and not limited to: IRS, OR Department of Revenue, SAIF, various benefit plans, W-2's, and year end reconciliations.
- Process accounts and incoming payments in compliance with financial policies and procedures.

- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Prepare bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Assist in the preparation of the annual audit.
- Contribute to the development, review and implementation of Fiscal Policies.
- Assist in the development of the agency's annual budget.
- Other duties assigned in moving the mission of the agency forward in a positive and professional manner.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the job.

- Associates in Accounting with 2 years of experience or four years of equivalent experience.
- High level of interpersonal skills to communicate orally in a clear and concise manner.
- Ability to maintain a high level of confidentiality with sensitive personnel information.
- Skilled at performing complex numerical calculations.
- Working knowledge of standard office equipment (i.e. calculator, copier, fax, etc.)
- Advanced knowledge of computer and financial software (outlook, Microsoft suite, financial software).

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

**SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid State Driver's License and insurable driving record is required

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above. I realize the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

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SIGNATURE

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DATE