



## Metro Community Health Center

### Accounting Clerk

**Metro Community Health Center extends great benefits to our eligible employees. \**

**MCHC's current benefits are:**

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia Dental, STD, LTD, and Life Insurance
- VBA vision coverage is offered as voluntary coverage that is paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

**POSITION SUMMARY:**

The Accounting Clerk is responsible for managing the full accounts payable cycle, supporting accounts receivable functions, and ensuring accurate, timely financial transactions. This role oversees credit card expense itemization, records daily deposits, performs reconciliations, and assists with audits and special projects as assigned. The ideal candidate is detail-oriented and organized with the ability to meet deadlines.

**ESSENTIAL FUNCTIONS:**

- Manage the full A/P cycle including invoice processing, PO processing, managing approvals, and payment execution
- Maintain vendor files and ensure accuracy of account information
- Reconcile vendor statements and resolve discrepancies in a timely manner
- Process and itemize corporate credit card transactions; ensure all receipts and documentation are collected
- Monitor A/P aging and prepare weekly payment runs using different payment methods
- Record daily deposits and incoming payments accurately
- Organize and track grant spending and assist with donation management
- Perform routine account reconciliations (bank, credit card, vendor accounts, etc.)
- Support monthly and year-end close by preparing required schedules and documentation
- Maintain accurate and organized financial records
- Assist with internal and external audits by gathering documentation and preparing reports
- Ensure adherence to company policies and accounting best practices
- Support finance team with ad-hoc projects as assigned
- Identify opportunities to streamline processes and improve efficiencies
- Performs any other duties as assigned

## **POSITION REQUIREMENTS:**

### Education/Experience

- 1–3 years of experience in accounts payable, accounts receivable, or general accounting
- Degree in Accounting Preferred

### Skills/Abilities

- Strong understanding of accounting principles and transaction flow
- Proficiency with accounting software (e.g., QuickBooks or similar)
- Strong Excel skills and attention to detail
- Excellent communication and organizational skills
- Ability to maintain confidentiality and handle sensitive financial information
- High degree of accuracy and timeliness

## **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.