**Cottonwood, Incorporated  
Cottonwood CDDO  
JOB DESCRIPTION**

**Department:** Administration **Job Title:** Accounts Payable Clerk

**Job Summary:** The person in this position performs accounts payable and other bookkeeping responsibilities in conformity with generally accepted accounting principles and within the limits of Cottonwood, Inc’s policies, practices, structure, and budget.

**Qualifications:** High school diploma or equivalent. Knowledge of computers & standard office equipment. Good social, interpersonal, and telephone skills. Must be able to pass all background checks and drug screen.

**Supervision Received:** Financial Manager

**Supervision Given:** None

**This Position Is:** Non-Exempt

**Job Responsibilities:**

1. Accounts Payable
   1. Critique all account payable invoices and statements for accuracy and match with supporting paperwork
   2. Code disbursements to appropriate accounts and departments.
   3. Enter invoices into financial management software, maintaining accurate and complete processes and workflow
   4. Disburse checks and ACH payments to vendors in an accurate and timely manner.
   5. Review and maintain purchase order requisitions and processes
   6. Manage timeliness of outstanding payables, working with other departments and vendors to ensure timely delivery of receipts.
2. Cottonwood Housing and Cottonwood Trail
   1. Critique all HUD invoices for accuracy and code to appropriate accounts and departments.
   2. Disburse check and ACH payments to vendors in an accurate and timely manner.
   3. Maintain documentation, perform month end entries and reconciliations
3. Electronic Billing
   1. Supervise and coordinate the preparation of internal reports documenting billable Medicaid services to ensure accuracy
   2. Review and confirm electronic billing procedures for accuracy and timeliness
   3. Review and confirm final billing for month is accurate
   4. Lead and direct HCBS reconsideration process
4. Substitute for front office staff as needed.
5. Assist with other bookkeeping and accounting duties as assigned by the Finance Manager.
6. Attend training as required to maintain competency in position.
7. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

**Competencies:**

1. \*Respond positively and professionally to individuals served, co-workers, supervisor, agency, staff, parents, and community representatives. Present positive, fair, and accurate image of the agency to the public. Support Cottonwood’s mission. Demonstrate the ***five and fifty rule*** – greeting everyone when they are within five feet and smiling when they are within fifty feet.
2. \*Demonstrate zero tolerance for abusive, neglectful, and/or exploitative acts towards individuals served. Report any suspected incidents according to Cottonwood Policies and Procedures.
3. \*Protect and promote the rights, dignity, and opportunities for choice, health, and safety of persons served. Demonstrate caring relationships with each individual you work with using lavish praise and positive reinforcement.
4. \*Work within prescribed schedule as approved by supervisor and complete responsibilities in a timely and efficient manner. Assure that absences do not adversely affect the timely completion of responsibilities or unduly burden coworkers.
5. \*Collaborate and problem-solve with others in a professional manner. Promote team participation, negotiation, and follow through with assigned responsibilities.
6. \*Communicate effectively, positively, and professionally.
7. Develops networks and builds alliances. Collaborates across boundaries to build strategic relationships and achieve common goals.
8. Promotes a friendly climate by maintaining cooperation, pride, trust, and team spirit.
9. Demonstrates flexibility in responding to priorities and organizational change.
10. Seeks to understand the perspective of others when he or she disagrees with them and responds appropriately.
11. Seeks additional information about a situation other than what has been given and consults available resources.
12. Participates willingly in training and development programs to improve personal skills/knowledge; develops a personal plan for continuing professional development.
13. All work is accurate and complete.
14. Organizes and prioritizes work effectively, making the best use of time and resources for higher prioritized tasks, while maintaining timeliness on other projects.
15. Demonstrates ability to be self-directed and motivated to insure expectations are met.
16. Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.
17. Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.
18. Meets or exceeds job knowledge for current position.
19. Adheres to appropriate confidentiality requirements.
20. Uses good judgement and practices effective problem solving skills.
21. Applies ethical principles and standards in accomplishing work.

*\*Required competencies*

*This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency’s successful achievement of its mission.*