



## Southern California Mountains Foundation

### **Job Title: Accounts Payable Clerk**

### **Introduction to the Organization:**

The Southern California Mountains Foundation is a 501(c)(3) nonprofit that believes connecting communities to our public lands is the key to their survival. We mobilize individuals to inspire and engage in environmental citizenship. The Southern California Mountains Foundation (1) supports youth development through conservation initiatives integrating environmental education, training and hands-on service projects; (2) protects our natural resources through adult and family-led programming; and (3) provides interpretive services that focus on outdoor recreation, responsible use, and stewardship of our natural environment.

### **Job Description:**

The accounts payable clerk organizes and records financial transactions for the organization and assist the management team with administrative tasks.

**The Accounts Payable Clerk will have the following tasks under the supervision of the SCMF controller:**

### **The main duties for the accounts payable clerk are:**

- Accounts Payable
  - Collects and records the organization's purchases and contract payments in Intuit QuickBooks
  - Pays vendor bills in a timely manner with different payment methods (e.g., checks, ACH, credit card)
  - Records employee reimbursements and creates payments
  - Collects and reports employee purchase request for credit card purchases
  - Runs a monthly A/P aging report and makes payments for any past due bills
  - Maintain petty cash accounts
  - Creates 1099 for independent contractors yearly



**The Accounts Payable Clerk position will require knowledge and assistance in payroll, accounts receivable and administrative duties:**

- Payroll
  - Assist with the collection of payroll information (e.g., timesheets, vacation, and sick leave requests) and record in Intuit Assisted Payroll
  - Assist in processing payroll on a semi-monthly and daily payroll schedule
  - Assist in printing and distributing checks and/or arranges for direct deposits
  - Collect funds from employees for garnishment payments and pays the appropriate organization (e.g., child support services, State Board of Equalization, etc.)
  - Create reports for Workers Compensation Insurance and arranges for payment according to the insurance payment schedule
  - Deduct the appropriate amount for health insurance, make payments to the health insurance carrier and reconcile the health insurance accounts
  - Make payments to the administrative company for the company 403(b) retirement plan
- Accounts Receivable
  - Assist in the creation of invoices with all detailed backup information (e.g., bills, canceled checks, credit card receipts)
- Administrative assistance
  - Assist management with administrative tasks

It is essential for the accounts payable clerk to keep in constant communication with the controller for all the above-mentioned tasks.

**Qualifications:**

- High School Diploma (Bachelors in business is preferred)
- A minimum of 3 years of experience in accounts payable
- A minimum of 3 years of experience in Intuit QuickBooks
- A minimum of 3 years of experience in MS Office applications
- Very detail-oriented
- Exceptional organizational skills



- Exceptional interpersonal and conflict resolution skills
- Excellent written and oral communication skills
- Ability to work with “At-Risk Youth”

**Compensation:**

Starting salary: \$15.00 - \$20.00 per hour (depending on experience). This is a full-time position with a work schedule of Monday to Friday from 8:00 AM to 5:00 PM with a 1-hour lunch.

**How to Apply:** Email a cover letter, resume and three references to [khierl@mountainsfoundation.org](mailto:khierl@mountainsfoundation.org) with the subject line of **AP Clerk**. Position is open until filled.

*The Southern California Mountains Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*