

**Position Title:** Accounts Payable Clerk I

**Range:** \$16.00 - \$19.00

**Department:** Finance

**Reports to:** Controller

**Category:** Non-Exempt

**Position summary:**

Processes accounts payable in a timely and efficient manner and in accordance with the Bank's policies and procedures. Supports any audits and reporting relating to Accounts Payable.

**Essential Functions:**

- Process accounts payable. Reconcile account balances and input general ledger entries.
- Assist in review of general ledger certification program.
- Provide support for the preparation of the quarterly Call Report and preparation of financial statements.
- Review system reports and prepare summary activity reports and analysis.
- Assist in audits and exams.
- Assist in processing and accounting for prepaid transactions and fixed assets.
- Other duties as assigned. Job descriptions and duties may be modified if deemed appropriate by management.
- Maintain compliance with accounts payable policies and procedures. Identify transactions and requests that do not comply with policies and procedures.

**Performance Expectations:**

- Adhere to all policies, procedures and regulatory compliance issues of Cashmere Valley Bank.
- Practice a high degree of professionalism and confidentiality with a positive attitude.
- Manage time effectively completing assigned duties within required deadlines.
- Willing to work overtime, if needed, to accomplish assigned tasks.
- Successfully complete and retain in-house training and off-site training as required.
- Maintain a high level of accuracy.
- A good attendance record and overall reliability is essential.
- Model and uphold the Mission Statement of Cashmere Valley Bank.

**Relationship Expectations:**

- Accountable to Controller for the fulfillment of all job responsibilities.
- Has extensive contact with fellow employees and shareholders and must treat them as "Customers".
- Contribute to an overall team effort by being an effective team player.
- Must respect the confidentiality of Executive Management.
- Develop an effective working relationship of cooperation and communication with manager and peers.

**Job Requirements:** Associates degree with an emphasis in accounting or finance or comparable experience. Strong verbal and written communication skills. Strong understanding of accounting concepts with good math skills. Strong proficiency in Computer operations (Excel, Word) with willingness to expand skills.

Enthusiastic professional work attitude and self-motivation with desire to accept new responsibilities. Independent problem solver. Available to work Monday through Friday from 8:00am to 5:00pm with overtime as necessary.

**Physical Requirements:** This position requires manual dexterity, lifting files, and opening file cabinets. It also requires bending, stooping, and standing as necessary. Must be able to lift up to 20 lbs.