

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Account Clerk - POS

SALARY RANGE: \$1,684.94 - \$2,257.98 Bi-weekly
\$43,808.44 - \$58,707.48 Annual

REPORTS TO: Accounts Payable Manager - POS

LOCATION: San Leandro, CA.

SPECIFIC DUTIES:

1. Calculate fiscal data on purchase-of-service authorizations.
Update and enter authorizations into the computer system.
2. Verify/input vendors' invoices for payment using paper, E-Billing or EA invoices.
Ensure that all appropriate supporting documents are received.
3. Receive, sort and distribute POS mail including POS requests and other incoming mail.
4. Maintain documents to support paid invoices for vendor files.
5. Receive and respond to calls, queries, and/or emails from vendors, consumers and case management regarding POS's, invoices and payments.
6. Perform other accounting or clerical duties as required.

QUALIFICATIONS:

1. One plus year of general Accounting office experience.
2. Typing of 35 words per minute.
3. Ability to use ten-key adding machine.
4. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.