



AIDSAlabama

JOB DESCRIPTION: *Accounting Clerk*

Reports to	Accounting Manager
Minimum/Qualifications	Minimum of five years' work experience in related field
Preferred Qualifications	Undergraduate degree in business or accounting.
Overall Mission	To serve as an assistant to the Accounting Manager through a series of tasks and responsibilities.

Job Specific

1. Responsible for all billing-related processes for Medicaid, Post-Test Education, Service Point, HOPWA Supplemental (Housing Options for People With AIDS), ALSD (Alabama Legislative Supportive Dollars), and PE (Prevention Education);
2. Maintain timely and accurate Accounts Payable filing;
3. Assists Accounting Manager with all other billable services when needed;
4. Provides telephone (switchboard) relief when required;
5. Cross train and support other positions is required to maintain smooth operations when someone is sick or on vacation;
6. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full-time and may occasionally include nights and/or weekends; varies based on the needs of the agency;
2. Physical Requirements: May lift up to 50lb occasionally;
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

Overall Expectations

Represent the agency in person, and through all other methods of communication, in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with the Accounting Manager and Chief Financial Officer. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an Equal Opportunity Employer.

Employee's Signature

Date

Human Resources signature (or assigned designee)

Date