



MISSION

Christian Care Communities enhances the journey of life for Older Adults.

VISION

Christian Care Communities' vision is a society that values and serves people of all ages.

PART I: POSITION IDENTIFICATION

Job Code:	Accounts Payable Clerk and Receptionist 18107
Program:	Older Adults
Facility:	Christian Health Center
Location:	Non-specified
Department:	766 General and Administration
Direct Supervisor:	Office Manager
Effective Date:	December 2007
Revision Date:	April 2021

PART II: POSITION SUMMARY

The Accounts Payable Clerk and Receptionist is responsible for performing assigned receptionist, clerical, and office duties while maintaining compliance with all applicable laws, regulatory and organizational standards.

PART III: POSITION REQUIREMENTS

Required Education:	High school diploma or general education degree (GED)
Preferred Education:	Associate's degree from a 2-year college or technical school
Required Experience:	6 months' experience or training as a receptionist
Preferred Experience:	6 months' experience or training in accounting; working with basic business office equipment

Business travel is a requirement of position; proof of valid driver's license with a clean driving record
If personal vehicle is used to transport self or others; proof of insurance of \$100,000 single limit of liability

Skills, Abilities and Knowledge

1. Excellent communication skills to include:
 - a. Ability to speak and read English
 - b. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
 - c. Ability to write routine reports and correspondence
 - d. Ability to speak effectively before groups of employees, organizations and others
 - e. Ability to communicate effectively with all levels of staff
2. Working knowledge of various software programs such as Microsoft Office products including, Word, PowerPoint, and Excel

PART IV: ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The incumbent performs job responsibilities without posing a significant risk of substantial harm to the health or safety of him/her or others while maintaining compliance with all policies and procedures of Christian Care Communities and within the parameters of the Organization's mission, vision, and values.

1. Receives and greets callers/visitors, provides information, and directs to proper person or area.
2. Answers telephone, determines nature of call, and directs caller to appropriate individual or department.
3. Takes and delivers messages as needed.
4. Maintains a current file or listing of residents by room number and name, emergency phone numbers of on-call personnel, department extension, key personnel and others as assigned
5. Receives requests from within the facility/campus and locate personnel via telephone or paging system.
6. Screens and immediately reports suspicious persons/information to supervisor or administrator
7. Types memos, correspondence, reports, and other documents
8. Collects money and posts to accounts receivable accounts, totals journals and makes bank deposit daily.
9. Reconciles bank accounts monthly as directed
10. Assists residents with their personal spending accounts, making deposits / withdrawals and posting to accounts
11. Assists with accounts payables as directed
12. Performs other duties as directed by the Administrator and/or Office Manager
13. Personifies outstanding customer service to co-workers, clients and vendors by acting as a subject matter resource in a timely, considerate and friendly manner, always maintaining the "Golden Rule" approach; practices patience and kindness.

PART V: PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Specific communication abilities required by this job include the ability to talk and hear in order to converse with others, discern, convey, express oneself, and exchange information.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

1. The noise level in the work environment is usually moderate; lighting is in the standard range for office duties; business equipment is regularly operated (computer, copier, fax, printer, postage meter, land line and mobile phones, etc.).
2. The employee is subject to falls, burns from equipment, odors, and exposure to the infectious waste, diseases and conditions, including the AIDS and Hepatitis B and C viruses.

PART VI: “W.E. C.A.R.E.” VALUES

Christian Care Communities is a values’ driven organization with six (6) core values. All staff members are expected to successfully meet the following non-negotiable Core Values Standards of Performance which will be used to measure overall work performance:

- 1. Work with compassion for Older Adults and their families:**
 - a. Listen carefully
 - b. Professional and pleasant interaction
 - c. Practice patience and gentleness
- 2. Embrace aging as a valued part of life:**
 - a. Encourage and respect individuality
 - b. Be humble and accepting
 - c. Compassionately engaged
- 3. Care for the physical, mental, emotional and spiritual well-being of those we serve and those who serve with us:**
 - a. Provide exceptional care with kindness and humility
 - b. Know your residents and colleagues – their important occasions and crises
 - c. Care about wellness and healthy lifestyles, and both set an example personally, as well as encourage others in their efforts to improve
- 4. Always seek ways to improve and grow:**
 - a. Share knowledge
 - b. Challenge people to reach their highest potential
 - c. Stay abreast of industry trends and the latest technologies
- 5. Respect the dignity of each person:**
 - a. Invite participation and ideas from everyone
 - b. Treat everyone with honesty and fairness
 - c. Thank and recognize people for what they do
 - d. Acknowledge and speak daily
- 6. Exemplify integrity, excellence, and accountability:**
 - a. Model what you expect
 - b. Do your best and strive to do better
 - c. Accept your role at Christian Care
 - d. Be reliable, enthusiastic, and proud friends of Christian Care

PART VII: JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a copy of my job description and state that I have read or have been provided accommodations to comprehend and fully understand the requirements of this description and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I understand this description is intended to be a general statement concerning *this position and is not to be considered a detailed assignment*. Other duties may be assigned, and it may be modified by my employer as need arises.

I certify that at this time I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I further certify that this job description was orally reviewed with me and I have been given the opportunity to ask questions of my employer concerning these matters and that this *job description will be a basis for evaluating my performance*.

I accept the position of: Accounts Payable Clerk and Receptionist

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RETAIN ENTIRE JOB DESCRIPTION IN PERSONNEL FILE

-----**FOR HR USE ONLY**-----

Workers' Compensation Code: 8810
FLSA Status: Non-Exempt
EEO Code: 5

This position is subject to the following background screens as indicated below:

- ☐ Social Security Number Trace
- ☐ County Criminal
- ☐ State Criminal
- ☐ Motor Vehicle Report (MVR)
- ☐ Prior Employer Verification
- ☐ Reference Check and Verification

