

# **Louisiana Primary Care Association**

## **Position Description**

**Position Title:** Finance Clerk  
Fulltime Exempt

**Supervisor:** Executive Director

**Position Summary:** The Finance Clerk is responsible for bookkeeping and handling various financial tasks and record-keeping duties, including processing invoices, tracking grant-related expenditures, managing records, preparing reports, and providing general administrative support for operations.

### **Responsibilities:**

- Assist with tracking office expenditures and work cooperatively with other finance staff/consultants.
- Assist with accounts receivables and payables.
- Enter bills/invoices in bill.com.
- Allocate bills into divisional reporting categories.
- Reconcile credit card statements for payment.
- Enter checks into Intacct.
- Enter online credit card purchases into Intacct.
- Process travel expense reimbursements.
- Check reconciliations for travel.
- Enter travel expense reimbursements in bill.com.
- Maintain and file contracts and other finance related documents.
- Assist with the monthly and year-end close processes, including preparation for the annual audit, 990, and tax returns.
- Interpret and apply established work procedures and compliance with GAAP and all federal agency requirements.

### **MINIMUM QUALIFICATIONS**

A baccalaureate degree

### **SUBSTITUTIONS**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree.

**NOTE**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.