



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position

Accounting Clerk

Reports to	Accounting Coordinator
Benefits Include	Zero cost for single/individual BCBS health; life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental, vision, life, critical illness, and retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$36,216 (limited experience) - \$43,200 (substantial experience), annually.
Minimum Requirements	High School Diploma (or equivalent); Two years' work experience in related field; Reliable transportation, current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Associates degree in business or accounting.
Overall Mission	To serve as an assistant to Accounting through a series of tasks and responsibilities.

Areas of Responsibility

1. Responsible for all billing-related process for Medicaid, Post-Test Education, Service Point, Housing Opportunities for People With AIDS (HOPWA), Alabama Legislative Supportive Dollars (ALSD), and Prevention Education (PE).
2. Maintain timely and accurate Accounts Payable filing.
3. Complete monthly check requests for administrative fees and HOPWA, Tenant-Based Rental Assistance (TBRA), and Short-Term Rent, Mortgage, and Utility (STRMU) rental applications.
4. Complete monthly reconciliation of all cash accounts.
5. Process check requests.
6. Assists Accounting Manager with all other billable services, when needed.
7. Provide telephone (switchboard) relief when required.
8. Cross-train and support other positions to maintain smooth operations.
9. Other duties as assigned.

Work Environment

1. Schedule – Work hours are full time; varies based on the needs of program.
2. Physical Requirements – May lift up to 50lbs; able to lift, climb stairs, sit, stand, stoop, and bend for long periods of time; read and respond to all methods of communication, and understand the English language.
3. Cultural/Environment – Must be comfortable working with individuals and/or family members experiencing homelessness, trauma, HIV (or other STIs), as well as those with impaired cognitive behaviors, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectation

Represent the agency through all 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, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency functions, activities, testing events, and fundraisers is expected as necessary and requested. 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

Date