



Job Title: Accounts Payable/Payroll Clerk

Reports to: Chief Financial Officer

Essential Job Functions:

- Match purchase orders to invoices and process for payment as appropriate
- Process payroll on proprietary software
- Verify all new hire forms are completed
- Light administration of employee benefits
- Retain knowledge of current employment laws
- Respond to inquiries from vendors and business partners
- Manage time and resources to handle and preserve confidential and sensitive information

Skills:

- Excellent verbal and written communication skills
- Must be highly organized and possess time management skills
- Must be friendly, courteous, and helpful
- Proficiency with Microsoft Applications including Word, Excel, and Outlook
- Demonstrated pro-active, problem solving skills and ability to work well under pressure in order to meet deadlines
- Requires an Accounting Degree or 5 years of experience

The JCC offers competitive compensation, full benefits, and a 401K. Qualified candidates should submit their resume and salary requirements to resumes@jccmemphis.org