



Business Office Coordinator Accounts Payable

The Children's Home of Northern Kentucky is currently hiring a full-time Business Office Coordinator-Accounts Payable position.

Qualifications:

- 1) Bookkeeping experience preferred
- 2) Strong computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs including Microsoft Excel and QuickBooks
- 3) High school Diploma or equivalent required, Associates degree preferred
- 4) Ability to maintain confidentiality concerning financial information

Please see attached for complete job description.

The Children's Home of Northern Kentucky is an equal opportunity employer that offers a competitive benefits package and salary. Internal applicants must email a current resume for consideration.

Please contact:
Jenny Wichmann
Director of Human Resources
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Children's Home of Northern Kentucky
200 Home Road
Covington, KY. 41011
Ph: 859-261-8768 Ext. 3034
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Job Description

Position: Business Office Coordinator – Accounts Payable I
Reports To: Controller
Job Classification: Professional/Exempt; Valid driver license and insurable

Qualifications:

1. Bookkeeping experience preferred
 2. Strong computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs including Microsoft Excel and QuickBooks
 3. High school Diploma or equivalent required, Associates degree preferred
 4. Ability to maintain confidentiality concerning financial information
 5. Demonstrated proven sensitivity to the various cultural and socioeconomic characteristics of Children's Home clients and staff.
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Duties Include:

1. Administration and maintenance of the agency accounts payable system.
2. Receive and record revenue from all sources.
3. Maintain subsidiary ledgers for restricted accounts.
4. Maintain petty cash account and monitor agency credit card use.
5. Assist in reconciling bank statements and cash accounts.
6. Maintain fixed assets according to procedures.
7. Prepare appropriate financial reports.
8. Assist with the yearly independent audit and other external business office reviews.
9. Attend training and supervision.
10. Attend required trainings as assigned.
11. Perform other duties as assigned by the Controller.

I have read the above job description.

Employee's Signature

Date

American with Disabilities Act Essential Duties Worksheet

Essential Job Duty: Business Office Coordinator % of time spent: 100

1. **Physical Requirements:** The following are the physical requirements which CHNK requires as being an Essential Job Duty, stating weight in pounds where appropriate.

Activity	Weight	Seldom	Not Often	Sometimes	Often	Frequently
Carrying				X		
Cleaning			X			
Climbing hand over hand	N/A					
Crawling	N/A					
Data entry					X	
Driving			X			
Filing					X	
Hearing						X
Holding			X			
Kneeling			X			
Lifting	20lbs.			X		
Pulling		X				
Pushing		X				
Sitting						X
Sorting			X			
Speaking						X
Squatting		X				
Standing				X		
Stooping				X		
Twisting upper body			X			
Typing (WPM)					X	
Vision						X
Walking			X			
Writing by hand				X		
Other						

- II. **Environmental Conditions:** The following are conditions as to the frequency of exposure while involved in this duty.

Condition	Type	Seldom	Not Often	Sometimes	Often	Frequently
Stress					X	
Heat		X				
Noise (extreme)		X				
Work Outdoors		X				
Mechanical Hazards		X				
Explosive Hazards		X				
Fume/Odor Hazards		X				
Chemical Hazards		X				
Cold		X				
Temperature (range)		X				
Noise (constant)		X				
Work indoors						X
Electrical Hazards		X				
Radiation Hazards		X				
Dust/Mites Hazards		X				
Toxic Waste Hazards		X				
Other						

III. **Equipment Needed:** Need to be able to operate equipment below to perform this duty.

Machinery: Small office machines, computer, calculator, printer, phone
Equipment: computer
Vehicles:
Tools:
Other:

IV. **Preparations:** List of specifics for all which apply to this duty.

Experience: Bookkeeping experience preferred
Training: Intermediate bookkeeping skills
Certificate/License:
Education: High School

V. **Abilities:** The following describes how each relates to this duty. If it does not apply, then N/A will be next to the item.

Reading Ability: High School
Mathematical Ability: addition, subtraction, multiplication, division, decimals, neg. #s
Writing Ability: ability to write business letters
Decision Making Ability: ability to think critically
Speaking Ability: good communication skills
Hearing Ability: ability to communicate
Foreign Language Ability: N/A

VI. **Comments:**