

Peer Assistance Services, Inc.

Position Description

Peer Assistance Services, Inc. (PAS) is a community-based, 501(c)(3), not-for-profit Colorado corporation. Our mission statement, *dedicated to quality, accessible prevention and intervention services in workplaces and communities, focusing on substance abuse and related issues*, guides all agency programming. At the core of PAS are the values of integrity, respect, compassion, perseverance, and vision. Each staff member operates from these to ensure the success of the agency.

Competencies:

Communication: Communicates professionally, appropriately and clearly both verbally and in writing. Communicates and reports accurately and in a timely manner, meeting designated deadlines. Shares information and ideas with others and collaborates with agency staff and community partners. Acts as a public representative of the agency internally and externally, consistently exemplifying agency mission and values.

Decision Making/Judgment: Recognizes opportunities and matters affecting agency and programs, gathers information, sorts through complex issues and seeks input from others. Makes decisions consistent with agency policies and procedures and level of responsibility. Within the bounds of assigned responsibilities, makes timely decisions, using consensus when possible. Communicates decisions to others in a timely and appropriate manner. Respects and adheres to team/supervisor/agency decisions.

Job Knowledge: Understands scope of responsibilities, possesses and maintains necessary job knowledge and has required technical skills. Understands and integrates agency vision, mission and values into daily work.

Collaboration and Planning: Sets goals in accordance with contract requirements and agency policies. Develops plans and manages resources to meet goals. Aligns plans with agency vision, mission and values. Coordinates and cooperates with others. Holds self and others accountable. Tracks, measures and reports outcomes.

Quality: Committed to excellence and continuous quality improvement.

Position Title: Accounts Payable / Data Entry Clerk			
Program (s) All Programs	FLSA Status Non-Exempt Hourly	Hours 16 -20 hours per week Monday – Friday 8:00a.m. – 5:00p.m; hours subject to change	Date of Last Revision January 12, 2012

Primary Purpose of Position: Responsible for supporting the CFO and the Accountant by providing financial, administrative and clerical support services.

Education and Experience: 3 years data entry and administrative support experience required; Accounts Payable experience preferred. Strong computer skills required; functional with 10-key is helpful. Attention to detail and accuracy of work product is critical.

Principle Duties & Responsibilities:

- Receive and verify that vendor invoices comply with requested services (PO / Vouchers)
- Data enter invoices in Voucher database
- Prepare invoices for processing
- Coordinates with preparers of source documents to resolve questions, inconsistencies, or missing data
- Provide administrative support in order to ensure effective and efficient office operations

Reports to: Chief Finance Officer

Direct Reports: None

Working Conditions: Favorable office environment. Flexible hours.

Physical Requirements: Position requires significant periods of sitting, intermittent standing, and walking. Occasional lifting of up to 40 pounds. Good visual and auditory acuity required for staff, client, and vendor interaction. Manual dexterity required for data entry

To apply please e-mail resume and cover letter to hr@peerassist.org (phone calls will not be accepted). Minorities are encouraged to apply. EOE.