

## Accounting Clerk

<b>Date</b>	<b>Department</b>	<b>Location</b>
April 8, 2025	Operations	Washington, D.C.
<b>Classification/Status</b>	<b>Employment Terms</b>	<b>Reporting Relationship</b>
Full-Time	At Will	Senior Accounting Manager

### Organization Overview

Founded in 1881, the Consumer Healthcare Products Association (CHPA) is the national trade association representing the leading manufacturers and marketers in the consumer healthcare industry with its core capabilities, including scientific and regulatory affairs, government affairs, and communications. CHPA is the leading voice fighting to ensure that Americans have access to beneficial over-the-counter (OTC) medicines, dietary supplements, and consumer medical devices they can count on to be reliable, save money and time, and deliver new and better ways to get and stay healthy. CHPA partners with its member companies to promote a more inclusive industry and to support a broader diversity, equity, and inclusion effort to ensure equity for CHPA's staff and consumers in the United States.

CHPA fosters employee engagement and reward staff through challenging work, competitive compensation and benefits, flexible scheduling and time-off options, and opportunities to grow and develop professionally.

### Position Summary

Primarily responsible for processing invoices and expense reports for various departments within CHPA, ensuring accurate data entry into the payables system (Concur), and resolving any discrepancies with vendors or employees regarding submissions. Additionally, the accounting clerk may create invoices to customers in CHPA's CRM.

The ideal candidate for this position understands basic accounting principles and procedures. They also possess excellent communication and problem-solving skills in addition to the ability to prioritize tasks and meet deadlines

### Essential Functions

Invoice Processing:

- Receive and review invoices from vendors for accuracy, including pricing, quantities, and purchase order matching.

Taking healthcare personally.

- Enter invoice data into the accounting system, code invoices to appropriate expense accounts according to the budget or approver guidance.
- Route invoices to the appropriate approver.
- Identify and resolve invoice discrepancies with vendors through communication and documentation.

Expense Report Processing:

- Collect and review employee expenses and ensure reports are compliant with company policies.
- Verify receipts and supporting documentation for expense claims.
- Enter expense details into the accounting system,
- Code expenses to the appropriate expense category.
- Follow up with employees on any discrepancies or missing information on expense reports.

Data Entry and Record Keeping:

- Maintain accurate records of all invoices and expense reports.
- Perform data entry tasks in a timely and accurate manner.
- Submit state government affairs reports
- Coordinate approval of draft contracts through the CHPA contracts database for the Legal, Policy, and Government Affairs team.

Communication and Collaboration:

- Contact vendors and internal departments regarding invoice discrepancies or questions.
- Collaborate with other accounting team members to support month-end closing procedures.

Other Duties

- Provides back-up for Senior Accounting Manager
- Other duties as assigned

Required Education and Work Experience

- Associate's degree or equivalent work experience in Finance, Accounting, or related field

Preferred Education and Work Experience

- Bachelor's degree in accounting, finance or related field.

Supervisory Responsibility:

None

Travel:

None

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands handle, type or feel; and reach with hands and arms.

This is largely a sedentary role however some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.

This position requires the ability to occasionally lift office products and supplies up to 10 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 10:00 am to 3:00 pm and must work at least 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required.

How to Apply

Please enter *Accounting Clerk* in the subject line of your message and email your resumé and cover letter to [jobs@chpa.org](mailto:jobs@chpa.org).

EEO Statement

Consumer Healthcare Products Association is committed to equal employment opportunity and makes all employment-related decisions without regard to race, religion, color, national origin or ancestry, age, sex, disability, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, genetic

information, marital status, family responsibilities, personal appearance, political affiliation, matriculation, veteran or military status, union affiliation or any other categories protected by federal, state, or local law (the “Protected Categories”).