POSITION DESCRIPTION

Position: Accounts Payable Specialist  
Program: Administration  
Reports to: Controller  
Status: Non-exempt  
Date Revised: 3/2020

POSITION SUMMARY:

The Accounts Payable Specialist is responsible for accounts payable and other assigned accounting functions as needed. The work is completed in an accurate, timely, and professional manner in compliance with accounting regulations and department standards. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards. Objectives include supportive interaction with administrative staff, program directors and staff, and outside service/product providers.

OBJECTIVES/ACTIVITIES:

A. Responsible for performing accounts payable processing daily to achieve established objectives of the department.
   1. Process daily payables invoices, check requests, and employee expense reimbursements. Assembles and processes overnight shipments, UPS and mailings of payments.
   2. Review invoices for completeness, ensure accurate general ledger coding and appropriate approvals before processing payment. Research and resolve discrepancies.
   3. Reconciles company credit card purchases, reviews account coding to ensure accuracy and completeness. Research and resolve discrepancies.
   4. Maintains all accounts payable reports, spreadsheets and corporate accounts payable files.
   5. Verifies vendor accounts by reconciling monthly statements and related transactions. Answers and works with vendors to reconcile any discrepancies.
   6. Prepares analysis of accounts and assists in month end closing.
   7. Assists in completing any forms or returns, including 1099s required by State or Federal agencies.
   8. Protects organization’s value by keeping information confidential.
   9. Responsible for performing other accounting duties as assigned.

B. Responsible for self-development
   1. Continually learn and enhance technical and interpersonal skills.
   2. Participate in both internal and external training as needed for growth and development.

EDUCATION, EXPERIENCE AND COMPETENCIES:

This position requires strong accounting knowledge (2 year degree in Accounting preferred or combination of education and experience). Must have demonstrated knowledge and ability of the following: computerized accounting, Excel spreadsheet and double-entry accounting. Identify and resolve problems with vendors in a timely, professional manner. Prioritize and plan work activities using time efficiently. Demonstrate accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance. Meets productivity standards and completes work in a timely manner. Adapt to changes in the work environment, manage competing demands with the ability to deal with
frequent change, delays or unexpected events. Consistently at work on time, follows instructions, responds to management direction and solicits feedback to improve performance. Willingness to accept responsibility and do repetitive and routine work. Good judgment and tact is required in handling confidential information. Provide services to clients without ethnic or social prejudices. Must have the flexibility to work irregular hours and have the willingness to function as a team member. Must have valid California driver’s license and meet guidelines set by our insurance carrier.

**SPECIFIC SKILLS REQUIRED:**

Computer data input  
Ten-key calculator by touch  
Strong math ability  
Teamwork skills  
Oral and written communication skills  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS:**

Lift and move up to 30 pounds  
Physically able to lift boxes of files  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Controller and/or Chief Financial Officer or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training as the program needs may require.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with program managers, business entities, and all levels of staff. The Accounts Payable Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through inappropriate calculations and/or delinquency of payments.

**NUMBER OF EMPLOYEES:**

No employees report to this position.
This Accounts Payable Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature____________________________________ Date Signed ______________