



POSITION DESCRIPTION

Position Title: Accounts Payable Specialist

Reports to: Chief Financial Officer and Chief Administrative Officer

FLSA Status: Non-Exempt and Full-Time

Salary: \$20-\$25, depending on experience

POSITION SUMMARY

Under the direct supervision of the Chief Financial Officer and the Chief Administrative Officer, the Accounts Payable Specialist is responsible for the financial processing of transactions for the organization and other fiscal and administrative assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration

- Filing and data entry;
- Maintain prompt and accurate documentation, following agency and best standard practices; and
- Maintain a safe and healthy work environment by adhering to organization standards and all applicable Federal, State, and local laws and regulations.

Financial

- Manage accounts payable/accounts receivable using accounting software;
- Assist in completing and submit billings in a timely manner;
- Establish and maintain relationships with new and existing vendors;
- Assist in performing GL accounting, month-end reporting, and annual audit preparation;
- Produce accurate, timely, and transparent financial statements that adhere to GAAP accounting principles, practices, and procedures;
- Ensure bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures;
- Assist team with administrative tasks, as needed.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.



WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sitting at a desk for sometimes long and continuous periods of time;
- Answering or making calls on the telephone for sometimes long and continuous periods of time;
- Using a keyboard to perform research, and to communicate through written means for sometimes long and continuous periods of time;
- Looking at a computer monitor for sometimes long and continuous periods of time;
- Frequent standing, walking, reaching, lifting, and stooping; and
- Exposure to low to moderate noise level.

QUALIFICATIONS

Team Members must demonstrate the ability to follow policies and procedures as established in the Company's Employee Handbook. Team Members will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.

In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

EDUCATION & EXPERIENCE

- Bachelor's degree in Accounting, Business, or Finance, or applicable discipline;
- Relevant certificate program; or
- Two (2) years payroll experience, preferred;
- Two (2) years accounting experience, preferred.

KEY SKILLS SET

- Ability to communicate in person and over the phone, required;
- Strong written and verbal communication skills, required;
- Bilingual skills of any language, preferred;
- Understanding confidentiality protocols and protecting personal information, required;
- Ability to organize and prioritize projects and multiple tasks in an effective and timely manner, required.



- Effectively problem-solve and maintain composure in high-pressure situations required;
- Act as liaison with staff, vendors, contractors, and other entities;
- Ability to work independently with minimal daily supervision, required;
- Knowledge of financial practices and principles required; and
- Experience with principles and practices of data collection and report preparation preferred.

EQUIPMENT AND APPLICATIONS

- Firm understanding of Microsoft Office, including Excel, Outlook, and Word, required;
- Mas 90/Sage 100 experience preferred