



Accounting Specialist – Accounts Payable

Summary

Provides accurate and timely processing of general and administrative accounts payable as well as volunteer and staff expense reports in compliance with generally accepted accounting principles.

ESSENTIAL JOB FUNCTIONS

Processes Accounts Payable according to generally accepted accounting principles (GAAP)

1. Ensures that staff and volunteer expense reports and general and administrative accounts payable are processed accurately and within procedural guidelines
2. Collects and maintains W-9 forms
 - a. Reconciles 1099 reporting with A/P transactions to ensure accurate reporting
 - b. Prepares Form 1099s in accordance with applicable IRS rules
3. Accurately validates, processes, and posts invoices
4. Researches duplicate submissions and resolves accordingly
5. Bank deposit preparation and drop-off
6. Processes weekly check run including printing and mailing payments
 - a. Manages staff and volunteer expense reporting
 - b. Reconciles credit card charges with expense reports
 - c. Manages American Express (AMEX) account
7. Maintains organized Accounts Payable records and updates procedures
8. Maintains general administrative filing for ease of access and retrieval
9. Ensures all applicable supporting documentation is obtained and properly stored

Problem/Process Resolution

1. Identifies and resolves problems encountered during invoice processing and/or expense reporting using approved processes and procedures
2. Support activities associated with software vendors to resolve system-related issues
3. Raises recurring issues to manager

Reporting/Reconciliation

1. Prepares vendor statement reconciliations
2. Works with internal and external customers to resolve inquiries in a timely manner and obtain information needed to process vouchers

Serves as Payroll back-up processing payroll one out of 4 pay periods

1. Stays current with changes in Payroll practices, systems and laws
2. Computes wages for bi-weekly payroll.
3. Collects and reconciles employee timesheets and leave slips
4. Prepares payroll checks, payroll tax reporting, and check requests
5. Maintains appropriate files and electronic records to support payroll transactions including salary changes, deduction changes, and name/address changes
6. Maintains manual check register

Other

1. Demonstrates Integrity, Leadership, Respect, Innovation and Collaboration within the organization, with subscribers and other stakeholders
2. Protects confidential information by controlling access, securing delivery, shredding as well as sharing information on a need to know basis
3. Assist with internal and external audit requests
4. Maintains understanding of applicable tax laws, policies and procedures governing Accounts Payable

REQUIREMENTS

- General understanding of accounting principles supplemented by specialized or knowledge and/or experience in accounts payable
- Intermediate proficiency with Microsoft Excel and working knowledge of Outlook and Word
- Detail-oriented with the ability to manage multiple tasks simultaneously
- General ledger experience with understanding of the Balance Sheet & Income Statement/P&L
- Strong math skills
- Ability to maintain stability under pressure and be flexible and willing to modify plans when necessary
- A self-starter with the ability to be logical and objective
- Ability to follow and document step-by-step processes and procedures

PREFERRED

Software: JD Edwards, SAP, PeopleSoft, Dynamics, Great Plains, MAS90
Payroll experience

EDUCATION

Equivalent to an Associate degree in accounting

WORK EXPERIENCE REQUIRED

Five years A/P experience

WORKING CONDITIONS

Office environment. Periods of extended hours at year end may be expected.

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