



## JOB DESCRIPTION

**JOB TITLE:** Accounts Payable Specialist                      **STATUS:** Non-Exempt Full/Part-Time

**REPORTS TO:** Accounting & Grants Manager

**DIRECT REPORTS:** None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

### JOB SUMMARY

Support the Accounting Department in carrying out the responsibilities of all accounts payable accounting functions. This position will also assist with the day-to-day, monthly and year-end operations and accounting functions in direct support of the Controller and Accounting & Grants Manager.

### ESSENTIAL JOB FUNCTIONS

#### Accounts Payable:

- Process account payable invoices by reviewing invoices for accuracy, prepare check request forms, obtain necessary approvals, code to proper general ledger accounts, attach invoices in Great Plains, communicate with staff to resolve any discrepancies, enter data into the accounting system, post transactions to journals, ledgers and other records and maintain control of invoices in the various stages of this process.
- Provide accounting support for claims processing and payment. Import, process and pay claims.
- Investigate and resolve problems associated with processing of invoices.
- Select invoices for payment, print checks and obtain signatures in a timely fashion.
- Maintain vendor files and respond to all vendor inquiries and handle all vendor correspondence.
- Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Review expense reports for compliance with travel and entertainment policy and process for payment.
- Review and monitor timely preparation of monthly credit card reconciliation reports.
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- Assist with month-end duties including timely close of accounts payable module and maintaining and reconciling the AP aging reports.
- Prepare and produce year-end reporting requirement including 1099s and ensure submission to appropriate reporting agents.

**Other duties include but not limited to:**



- Assist in the maintenance and control of the General Ledger accounts and business transactions of the organization, applying Generally Accepted Accounting Principles (GAAP) that include analytical work and thorough review of financial records.
- Process bank deposits and record and apply payments received to the proper customer account.
- Maintain schedules in support of various balance sheet accounts, such as, prepaid expenses, miscellaneous receivables and fixed assets.
- Participate and assist in month-end closing procedures which include comparison of subsidiary ledgers to the general ledger control accounts, monitoring of prepaid accounts, inter-company accounts and payroll liabilities.
- Assist with audits by compiling required audit materials.
- Ensure that internal control procedures are followed, assisting staff in identification and compliance of these controls.
- Protect organization's value by keeping information confidential.
- Help implement improvements to procedures and ensure compliance with our policies and perform other related duties, tasks and responsibilities as required or assigned.
- Complete reports and other accounting tasks as assigned.

## **QUALIFICATIONS**

### **Skills**

Working knowledge of the accounting software (MS Great Plains). Competency in knowledge of Microsoft applications, including Word, Excel and Outlook. Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic work environment. Excellent analytical and problem-solving skills. Can demonstrate attention to details and good record-keeping. Demonstrate a proficient level of professional skill and/or knowledge in accounting and keep current with developments and trends. Knowledge and ability to use applicable information technology and systems to meet work needs. Individual must be detail-oriented, accurate and proficient with numbers, must be able to multi-task and have ability to work independently with minimal supervision. Verbal and written communication skills a must. Must be able to interact in a positive professional manner with co-workers, clients and vendors. Flexibility in accepting new duties and aiding co-workers is expected. Must possess and maintain a valid driver's license, insurance, and provide own automobile for use in work.

### **Education/Experience**

Requires a bachelor's degree - in accounting or finance or an equivalent combination of education, training and/or experience from which comparable knowledge, skills and abilities have been attained]. Requires a minimum of five (5) years of directly related experience. Must have a thorough knowledge and understanding of Generally Accepted Accounting Principles (GAAP). Experience with Great Plains work flow and paperless features a plus.



**PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

**HIPAA/COMPLIANCE**

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.

I acknowledge that I have read and understand this job description. My signature below certifies that I can perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by the Council of Community Clinics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)