



<b>POSTITION TITLE:</b> Accounts Payable Specialist	<b>REPORTS TO:</b> Staff Accountant
<b>DEPARTMENT:</b> Fiscal	<b>FLSA STATUS:</b> Non-Exempt

### EXPECTATIONS

Understand and follow Triple C Housing’s Compliance Plan, employee handbook, policies, procedures and rules, and its mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, and accountability and ownership.

### OVERVIEW

The Accounts Payable Specialist is responsible for performing financial, administrative and clerical duties. This includes processing and monitoring payments and expenditures, verifying invoices and bills for accuracy and approvals, reconciling accounts, etc. Provides assistance in various fiscal related functions.

### RESPONSIBILITES

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities; verifying federal ID numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- Processes travel and expense reports and requests for advances; preparing checks.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records.
- At times, disburses petty cash by recording entry; verifying documentation.
- Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements.
- Updates internal spreadsheets, review and balance state payment spreadsheets.
- May at times record AP accruals via journal entry in Quick Books.
- Maintains vendor files in Quick Books.
- Assist with 1099 preparation and collect W-9 information from vendors.
- Processes and tracks all donations, sends donation correspondence and keeps database updated.
- Prepares schedules and provides internal audit of fiscal documents.
- Follows up on account statements and other discrepancies regarding payment of accounts, and serves as liaison between departments and vendors in the resolution of administrative problems and inquiries.
- Assists with month-end, year-end closings as well as internal and external audits.
- Orders supplies for Agency offices and residential homes and monitors inventory and usage
- Performs other job-related duties and projects as assigned.

### KNOWLEDGE/SKILLS/ABILITIES

- Analytical with strong mathematical ability; general knowledge of accounting principles.
- Attention to detail with high degree of accuracy; strong organizational skills.
- Good problem solving and decision making skills.
- Effective communicator, (written and oral), with the ability to exercise critical thinking skills and exercise sound judgment in decision making.



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- Ability to work independently and part of a team.
- Demonstrate and promote cultural sensitivity and professionalism.
- Ability to work independently and part of a team.

### REQUIREMENTS

- High school diploma or GED, with a minimum of two (2) years' experience in accounts payable processing.
- Familiarity with non-profit accounting helpful.
- Valid driver's license in state of residence, with driving record in compliance with Agency policy.
- Ability to read, write and speak English language; Bilingual a plus.

### PHYSICAL REQUIREMENTS

- Physical activities required are finger dexterity necessary to operate equipment used in the position, as well as, talking, seeing and hearing.
- Manual dexterity and coordination while operating equipment such as computer keyboard, mouse, 10-key calculator, phone, and similar machines.
- Use of standard office equipment (telephone, fax, computer, copier, etc.)
- Ability to operate a motor vehicle safely, using defensive driving techniques.
- Some lifting of light boxes, binders may be required, in addition to walking, standing, sitting, stooping, bending and driving.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor in accordance with Triple C Housing guidelines.

Requirements are representative of minimum levels knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. EOE.