



POSITION DESCRIPTION

Accounts Payable Specialist	
Department: Finance	Status: Regular Full-time, Non-Exempt
Reports to: Chief Financial Officer	Last Reviewed: January 2025
Titles reporting to this role: N/A	Next Review Date:

Position Summary:

The Accounts Payable Specialist is responsible for performing various accounting and clerical tasks to ensure the efficient processing and maintenance of accounts payable transactions. This includes handling duties related to vendor payments, employee reimbursements, agency purchasing, and maintaining the CCInvoices inbox.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Accounts Payable Management

Ensure all check requests are complete with necessary support and approvals, returning incomplete requests for corrections. Verify accuracy of invoices against check requests upon receipt. Investigate and resolve discrepancies with vendors. Enter invoices into the FEZ system on a timely basis, ensuring accurate cost center and account coding. Allocate shared costs appropriately. Process vendor payments on a weekly basis, with exceptions for rush payments after approval from the CFO. Prepare files for FTF/ACH payments. Reconcile company credit accounts (Amazon, company credit cards, Home Depot, Voyager, etc.). Send out vendor payment confirmation emails once ACH payments are processed.

Employee Reimbursement Processing

Review and process employee reimbursement requests on a monthly basis, verifying the accuracy of amounts and coding.

Annual Responsibilities

Prepare and file 1099 forms for applicable vendors.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

High school diploma or equivalent required. Associate's degree (AA) or equivalent from a two-year college or technical school preferred. 6 months to 1 year of related experience, or equivalent combination of education and experience.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Word Processing and Spreadsheets. Examples are: Fund EZ Accounting Package, Quicken, Excel, Word and Windows. Software may vary.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

Operating Environment and Working Relationships:

Works collaboratively and routinely with management staff and Agency staff. Must have the ability to express one-self clearly and effectively; superior interpersonal skills. Must have the ability to get along with diverse persons and personalities. Must be tactful, mature and flexible with good reasoning abilities and sound judgment. This position works collaboratively and routinely with programs, departments and agencies.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is not required and therefore not eligible mobile phone reimbursement.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no

limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

