

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

ACCOUNTS PAYABLE SPECIALIST

POSITION SUMMARY:

Under general supervision this position will perform clerical, and some administrative work relating to the accounts payable system. Work involves processing, distribution and maintenance of invoices; checking balances and setting up financial records; preparing periodic and special reports; and financial forms processing. Work involves frequent internal and external contacts within well-defined procedures. Performs all other duties as assigned.

POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Accounts Payable Lead
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Performs duties in specific area of accounting: accounts payable, general ledger, and A/P cost allocation management
- Maintains files and archives according to agency policy; must possess high level of organizational skills
- Performs a variety of general office work using standard office equipment
- Attends meetings as appropriate to job tasks or as directed by supervisor
- Works as a member of the agency team by promoting the mission and philosophy of the agency
- Provides excellent customer service to all staff, vendors, clients and contacts of the agency; ability to communicate effectively with all levels within the agency
- Maintains confidentiality of children, families and staff including Kidango's financial records
- Participates in activities that further professional growth of self.
- Able to work effectively with customers, internal and external to the agency; is able to work under pressure and in a fast paced environment with specific deadlines
- All other duties as assigned by supervisor.
- Perform computerized accounts payable, including but not limited to the following: b) Process vendor's invoices and reimbursement requests for payments. Match invoices to purchase orders, verifies invoice approval, and ascertain that all proper documentation is attached. c) Code payables with general ledger account and reimbursement requests and project and program codes; enter invoices into the Financial Edge AP module. d) Run checks on approved invoices. Ascertain that all invoice documentation matches the checks issued. Maintain a continuous check register. e) Post AP batches (invoices and checks) into the General Ledger upon Managers approval. f) File all accounts payable checks, invoices, documents on a daily or a weekly basis. g) Maintain and update vendor files by payee categories (consultant or service providers, credit cards, staff reimbursements, regular vendors, etc.) in alphabetical sequence h) Prepare 1099's annually i) Review and reconcile vendor's monthly statements. j) Process medical and dental billing
- Reconciles the Accounts Payable subsidiary ledger to the General Ledger on a monthly basis
- Compute and record accrued expenses monthly
- Participates in the account reconciliation and month-end closing processes
- Cross-train and perform other functions in the Finance Department as directed by the A/P Lead
- Provide excellent customer service to all staff, vendors, clients and contacts of the agency.

POSITION QUALIFICATIONS/REQUIREMENTS:

- AA in Accounting and/or a minimum of 1-2 years related accounting experience required or equivalent combination of education and experience. BS in Finance or Accounting desired.
- General knowledge of accounting practices, including processing invoices for payment, journal entries, account reconciliation and analysis.
- Familiarity with accounting software is a plus (Kidango uses Financial Edge).
- Required intermediate skill level with Microsoft Excel.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

NUTRITION WIDE PHYSICAL DEMANDS:

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at <http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.