



Position Description Accounts Payable Clerk

Title: Accounts Payable Clerk	FLSA: Non-Exempt
Wage Range: 39	Reports To: CFO
Last Update: January 2024	Type: Full Time

Summary:

This position works independently under general supervision and requires analysis and interpretation of financial information in accordance with Generally Accepted Accounting Principles (GAAP), as well as OMB regulations and other contract imposed regulatory requirements. Cash Management procedures as well as cost allocation methods are a requirement of the position.

Typical Work:

- Process outgoing payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data for all vendors and contract related vendors
- Reconcile the accounts payable module to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements, process credits
- Generate reports detailing accounts payables status
- Understand expense accounts and cost centers
- Understands compliance issues around accounts payable processes (W-9, sales tax, etc.)
- Issue purchase orders and/or purchase order amendments.
- Prepare adjusting journal entries in accordance with established procedures.
- Monitor expenditures and compare with approved budgets for agency programs. Analyze variances and recommend budget modifications.
- Prepare adjusting journal entries in accordance with established procedures.
- Process outgoing payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable module to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements, process credits
- Generate reports detailing accounts payables status
- Understand expense accounts and cost centers
- Understands compliance issues around accounts payable processes (W-9, sales tax, etc.)
- Annually process 1099s
- Manage and process corporate card payments
- Issue purchase orders and/or purchase order amendments.
- Prepare adjusting journal entries in accordance with established procedures.
- Monitor expenditures and compare approved budgets for agency programs. Analyze variances and recommend budget modifications.
- Prepare adjusting journal entries in accordance with established procedures.
- Other duties as assigned

Education & Experience:

- An associate degree with accounting coursework, and 3 years of related work experience.
- Additional Accounting experience may be substituted for a degree.
- Experience with Non-Profit accounting systems and applicable software programs.

Knowledge and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Familiarity with CFR uniform grant administration guidance for federal grants or aptitude and willingness to learn.
- Competence with Microsoft programs such as Excel and Word, and fully integrated financial accounting software.
- Familiarity with payroll processing software and requirements.

Decision Making:

- Able to analyze, evaluate, and synthesize information is essential for making informed decisions.
- Able to think creatively to identify unique and effective choices.
- Ability to express ideas clearly, work cooperatively with team members, interpret, and assist others with the interpretation of complex financial information and data analysis and make sound, independent decisions.

Time Management:

- Proficient in time management techniques to consistently meet deadlines.
- Ability to manage time effectively and meet deadlines while still maintaining accurate, professional results.

Organization:

- Efficiently organize assignments, establish priorities, and manage workloads independently.

Communication:

- Uses active listening techniques by listening attentively to others, considering their input, and asking clarifying questions can lead to better-informed decisions in group settings.
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races.
- Ability to express ideas clearly, work cooperatively with team members, interpret, and assist others with the interpretation of complex financial information and data analysis and make sound, independent decisions.

Adaptability:

- Understanding of adapting to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.
- Ability to follow verbal and written instructions.

Emotional Intelligence:

- Understanding your own emotions, biases, and preferences is crucial for making unbiased decisions.
- Recognizing and understanding the emotions and perspectives of others is essential, especially in interpersonal and group decision-making contexts.
- The ability to manage your emotions and stay calm under pressure is important for making rational decisions

DEI (Diversity, Equity, and Inclusion):

- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within the programs and teams.

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.

- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

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 work environment includes an office environment which is usually quiet.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Acknowledgment

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

Employee Signature

Date