



Accounts Payable Specialist

Position Information

Code/ID: Not Entered

Department: Accounting & Finance

Job Classification: Non-exempt

EEOC Category: Administrative Support Workers

Asset Size: 2023 \$400M-\$600M

Role

Perform technical and administrative accounting work in maintaining the accounts payable records and systems.

Major Duties and Responsibilities

WEIGHT	DESCRIPTION	ESSENTIAL
70%	Perform accounts payable duties such as entering invoices for payment and ensuring that expenditures are charged to appropriate accounts. Manage AP workflow and process credit card expenditures.	✓
10%	Provide department assistance with questions relating to AP & general ledger.	✓
10%	Performs other related duties in the daily administration of the accounting department.	✓
10%	Reconcile general ledger accounts to their related subsidiary ledgers and adjust the general ledger accordingly.	✓
—	Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.	✓

Knowledge and Skills

EXPERIENCE

Six months to two years of similar or related experience, including time spent in preparatory positions.

EDUCATION/CERTIFICATIONS/LICENSES

A two-year college degree or completion of a specialized course of study at a business or trade school.

INTERPERSONAL SKILLS

Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving and obtaining information, as well as advising or referring, which commonly require shorter discussions.

OTHER SKILLS

Ability to prioritize multiple, and sometimes, conflicting tasks.

ADA Requirements

PHYSICAL REQUIREMENTS

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 5 lbs. Must be capable of climbing/descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to routinely perform work on computer for an average of 6-8 hours per day. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

WORKING CONDITIONS

Must be able to routinely perform work indoors in climate-controlled shared work area with moderate noise.

MENTAL AND/OR EMOTIONAL REQUIREMENTS

Must be able to perform job functions with supervision and work effectively either on own or as part of a team. Must be able to read and carry out various instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be able to perform basic mathematical calculations with extreme accuracy. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines/requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on confidential matters.