



Accounts Payable Specialist

Non Exempt

General Definition of Work

Performs intermediate skilled administrative support work entering and paying funds for invoices, matching invoices to checks, separating and distributing mail, assisting staff with accounts payable questions, and related work as apparent or assigned. Work is performed under the moderate supervision of the Accounts Payable Supervisor.

Qualification Requirements

- Two Year Associate Degree with coursework in accounting or related field, and moderate experience in accounts payable position.

Knowledge, Skills and Abilities

- Knowledge of accounts payable policies, practices and procedures; general knowledge of routine accounting principles.
- General knowledge of standard office procedures, practices and equipment.
- Ability to follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy.
- Ability to operate standard office equipment and related hardware and software.
- Ability to generate and keep related records, reports and files.
- Ability to learn specialized software related to business needs.

Salary

Pay Grade 63

Reports to

Chief Financial Officer

Essential Functions

- Sorting, matching and verifying purchase orders and invoices; processes invoices for payment.
- Takes and responds to inquires over the phone or email.
- Acts as a resource for staff.
- Verifies and processes utility bills for payment.
- Verifies and reconciles data.
- Opens, sorts and distributes mail.
- Assists with rotating storage boxes.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work occasionally requires standing, walking, stooping, kneeling, crouching or crawling with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of spoken work; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).



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Special Requirements

Notary public

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.