



Position Description

**JOB TITLE: ACCOUNTS PAYABLE SPECIALIST
(Salary Range: \$35,000 - \$47,000)**

REPORTS TO: ACCOUNTING MANAGER

DEPARTMENT HEAD: DIRECTOR OF FINANCE

DEPT. /DIVISION: FINANCE

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under the general direction of the Director of Finance and the direct supervision of the designated Finance Department Administration, currently Accounting Manager, this employee is responsible for performing a variety of tasks as they relate to accounts payable, records maintenance, Public Housing (LIPH) and Housing Choice Voucher Check (HCV) processing, maintaining, and reconciling the utility register and other related financial tasks as required.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Responsible for the weekly Accounts payable disbursement process. Determines proper general ledger coding for routine invoices and seeks guidance from the Accounting Manager where necessary. Determines that the proper supporting documentation is included, and invoices agree with all supporting documents before entering accounting system. Ensures proper authorization and approval for the invoice is obtained. If data or documents are missing coordinates with the appropriate staff to gather missing information and approvals. Notifies the Accounting Manager if documentation cannot be obtained.
2. Maintains supporting documentation in a cohesive and organized manner.
3. Ensures the Housing Assistance Payment disbursement remittance are made timely and accurately for all programs. Coordinates the monthly and midmonth processing timeline with the various program departments. Ensure the precheck registers are reviewed and supported before processing. Establishes and disseminates the processing schedule to all departments. Ensures reports and files are organized, audit compliant and accessible. Provides required information regarding disbursements to the senior accountant.

4. Maintains confidential vendor files to include copies of checks, invoices, statements, vouchers, packing slips, purchase requisitions and purchase orders.
5. Processes LIPH and HCV checks in accordance with the predeveloped and distributed processing schedule. Ensures all checks are processed in time to meet required disbursement requirements. Coordinates with the Accounting Manager to ensure funds are available and releases payments timely.
6. Print check registers after processing and post checks to the general ledger.
7. Prepares all backup information for utility bills and prepares bills for payment.
8. Ensures credit card payments are processed accurately and timely. Validates the supporting documentation and ensures files are audit compliant. Provide information to the Accounting Manager or delegated staff.
9. Monitors Pathway properties expenses and provides a monthly report of activity to the Accounting Manager.
10. Reconciles the tax liability and other accrued wages accounts monthly and advise the Accounting Manager of any discrepancies.
11. Answers vendor inquiries and works with vendors to resolve discrepancies.
12. Reviews and reconciles travel reconciliations for staff, tenants and commissioners.
13. Assists with special projects as required.
14. Performs other duties as required.

QUALIFICATIONS:

An Associate Degree in Business Administration, Accounting or closely related field; considerable work experience in the preparation and maintenance of financial records; or some equivalent combination of education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Additional training may be required as necessary to complete job functions and all training schedules will be at the direction of the HAFC. The HAFC will encumber the expense for the required certification for the initial training class and test if applicable. If the Senior Accounting Assistant is unable to receive the required certification within the designated time period, employment may be subsequently terminated

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive.

Computer, fax, copier, telephone, and other standard business office equipment.

ACKNOWLEDGEMENT:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

