



Position Title: Accounts Payable and Payroll Specialist
Supervisory Responsibilities: None
Budget Responsibilities: None
Reports To: Director of Finance
FLSA Classification: Exempt
Date: February 25, 2020

POSITION SUMMARY:

Performs transactional and routine bookkeeping and other accounting responsibilities related to accounts payable, credit cards and payroll under the supervision of the Director of Finance. Works in a fast-paced environment, meet deadlines and work well under pressure. Responsibilities include the following tasks: clerical and technical such as verifying, reviewing, and reconciling expense reports/ bills; and posting and documenting financial transactions.

PRIMARY RESPONSIBILITIES:

1. Posts transactions to the bill payment system
2. Sets up and codes transactions submitted in the bill payment system
3. Matches support to credit card transactions
4. Verifies coding and approval in the system
5. Ensures that each transaction is in the accounting system
6. Reviews, maintains, and updates chart of accounts and items list in Quickbooks.
7. Reviews budget allowability for each bill and credit card transaction, as coded
8. Allocates shared expenses based on several program budgets created for the year
9. Maintains and updates all vendor records
10. Prepares, creates, and obtains approval for payroll runs
11. Enters payroll into accounting system
12. Allocates payroll based on allocation instructions received by Grants and Budget manager
13. Assists in the pulling of support for monthly invoices to granting agencies
14. Responds quickly and effectively to employees and vendors with questions and concerns
15. Pulls back up for invoice files for funding sources
16. Prepares 1099s and serves as a liaison for W-2s
17. Adheres to all organizational policies including client confidentiality requirements and standards
18. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identities strategic goals. Brings best self to the workplace and shares ideas and suggestions.

SECONDARY RESPONSIBILITIES:

1. Participates in organization's advocacy activities.
2. Assists Director of Finance with closing month and year-end files, and audit preparation.
3. Assists with Accounts Receivable as needed.
4. Participates with focus and professionalism in meetings and training sessions.
5. Performs other duties as assigned, required, or needed.

EDUCATION and EXPERIENCE

- Bachelor's degree in Accounting or Business related majors preferred but not required OR 3 years of work experience in Accounting and/or bookkeeping.
- Experience working in a non-profit accounting environment strongly preferred.
- Strong computer and database management skills required.
- Experience working with QuickBooks Pro, accounting software, and Microsoft Word and Excel required.
- Experience working with Docuware Document Management System and bill.com, a plus.

SKILLS AND ABILITIES:

- Bilingual English/Spanish a plus, but not required.
- Adept with computers, calculators, photocopier, fax, and other office equipment.
- Learns quickly, compiles and analyzes data.
- Performs required tasks with appropriate level of technical knowledge.
- Exhibits patience, self-confidence, and ability to build rapport with others
- Demonstrates strong customer orientation and diffuses situations with minimal disruption by working cooperatively and finding common ground with others.
- Detail-oriented, thorough and accurate in all work including reconciling and proofreading.
- Able to prioritize, organize multiple projects, and multi-task to meet deadlines with effective and efficient use of resources.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment in all aspects of job responsibilities.
- Thrives in a fast-paced environment whether working independently or with a team.

WORK ENVIRONMENT:

- Periodic evening/weekend work necessary.
- Requires travel between sites and to meetings.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 80% of the workday.
- The ability to lift and move up to 10lbs.