



<b>Position Title:</b>	<b>Accounts Payable and Admin Specialist</b>
<b>Supervisory Responsibilities:</b>	<b>None</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Senior AP Accountant</b>
<b>FLSA Classification:</b>	<b>Non-exempt</b>
<b>Date:</b>	<b>December 2024</b>

### **POSITION SUMMARY:**

The position requires a versatile individual who will learn and perform a variety of different transactional and routine bookkeeping and other accounting tasks related to accounts payable. The individual will work under the supervision of the Senior AP Accountant. Must be able to function in a fast-paced environment, meet deadlines, pay extremely close attention to details, and work well under pressure. Responsibilities are both clerical and technical and may vary on a daily or weekly basis.

### **RESPONSIBILITIES:**

1. Responsible for accurately entering credit card transactions and bills to the AP and accounting systems (Intacct, Bill.com and Docuware).
2. Downloads daily credit card transactions, matches support to credit card transactions and carefully reviews backup documentation.
3. Verifies coding and approval in the systems.
4. Reviews budget allowability for each bill and credit card transaction, as coded, to ensure grants are not overspent in any lines and that spending is correctly allocated to each grant.
5. Verifies and reconciles credit card entries.
6. Responsible for updating credit card approval workflow.
7. Assists with company credit card administrative procedures, including the tax-exempt card process.
8. Tracks and pays various organizational bills and addresses bill discrepancies by contacting vendors.
9. Prepares administrative request to process payments and allocates shared expenses based on several program budgets created for the fiscal year.
10. Supports with AP related adjusting entries and correcting discrepancies.

11. Provides customer support, guidance and troubleshooting to Identity staff around AP processes and systems. Responds quickly and effectively to employees with questions and concerns.
12. Reviews, maintains, and updates chart of accounts and grant codes on the request to process payment forms.
13. Assists with agency's gift card inventory, including quarterly gift card projections, bulk purchasing, processing order requests, documenting and tracking serial numbers, and overseeing the gift card process cycle.
14. Facilitates printing of urgent checks and coordinates distribution with program staff.
15. Maintains and updates vendor records.
16. Updates presentation and trains new hires on agency's Accounts Payable policies and procedures.
17. Aids with pulling of supporting documentation to submit monthly invoices to funding agencies.
18. Collaborates on opening mail correspondence and is responsible for check deposit process
19. Serves as backup for other AP duties when needed.
20. Supports with any other administrative tasks assigned.
21. Adheres to all organizational policies including client confidentiality requirements and standards.
22. Supports Identity's mission and values. Continuously 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 with closing month and year-end files, and audit preparation.
3. Participates with focus and professionalism in meetings and training sessions.
4. 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 2 years of work experience in accounting and/or bookkeeping.
- Experience working in a non-profit accounting environment strongly preferred but not a requirement.
- Strong computer and database management skills required.

- Experience working with accounting software, preferably Intacct
- Proficient in Microsoft Office applications.
- Experience working with Docuware Document Management System and Bill.com a plus.

### **SKILLS AND ABILITIES:**

- Bilingual English/Spanish required.
- 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.
- 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.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Adept with computers, calculators, photocopier, fax, and other office equipment.
- 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.
- Position is hybrid. Three days required in office.
- 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.