



Accounts Payable Generalist

Department: Business Office

Reports To: Director of Operations

Primary Responsibilities

- Pay invoices by verifying transaction information; scheduling and preparing disbursements; and obtaining authorization for payment
- Apply basic accounting theory to account for revenues, expenditures, transfers, accounts receivable and inventory in accordance with GAAP/GASB in order to accurately report results of operations
- Prepare financial and statistical reports such as statements of cash receipts and disbursements, accounts payables, supporting schedules, and other detail and summary reports in order to provide pertinent information about financial operations to Director of Operations/HR
- Monitor status of accounts, budgets, and contracts in order to provide information to Director of Operations/HR
- Review monthly statements and resolving issues to keep accounts current and in good standing
- Prepare year end reconciliations and 1099's
- Review and verify the correctness and classification of transactions coded to accounting journals, general ledger accounts and other subsidiary records in order to ensure accuracy of records
- Review and process accounts payable, travel expenses, financial contracts, pre- and post-audit billings, and payments in order to ensure compliance with policies and procedures to satisfy financial obligations
- Perform weekly expense batch processing and check runs
- Sort, fil, and distribute all incoming mail
- Identify and address pricing and/or receiving issues with buyers and staff
- Schedule and assign vehicles to staff in order to maximize efficient use
- Identify and resolve problems/inconsistencies to suggest appropriate corrective procedures
- Process photo IDs for new employees
- Prepare and process daily cash deposits
- Abide by all the policies and procedures of MECDDHH/GBSD and Federal/State regulations

- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large

Minimum Skills and Qualifications

- Associate Degree in related field or equivalent work experience/training
- Knowledge of, and ability to apply sound accounting principles to MECDHH/GBSD policies and internal procedure
- Ability to prepare complete and accurate accounting and financial reports/statements
- Ability to work independently while conforming to department policies and best practices
- Current CHRC Certificate required

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.