



## **Accounts Payable Staff Accountant Position Description**

### **SUMMARY**

The account payable staff accountant functions associated with reviewing and processing payment requests. Essential duties include researching and resolving payment inquiries, reconciling staff advance accounts, process credit card transactions, and communicating with vendors as well as program staff. This position Assists the senior Account payable specialist as needed.

The account payable staff accountant works in conjunction with all finance staff and reports to the Senior Account Payable Specialist.

### **PRIMARY RESPONSIBILITIES**

- Review and verify the accuracy of payment requests to ensure correct coding and approval as well as sufficient documentation available for processing payments.
- Responsible for inputting payment requests into the Dynamic system, adding new vendors to the database when needed, and assisting in setting up ACH/wire payments in Wells Fargo bank.
- Research and resolve inquiries regarding all aspects of the accounts payable process, including payment status, resolving discrepancies, and acting as a bank liaison.
- Follow up with employees' advance accounts, and ensure that expense reports are accurately coded, approved, and reconciled with the GL account.
- Assist in the quarter and end-year closing process, including reconciliation, accrual, deferrals, and work papers.
- Monitor the AP email inbox and respond timely to all inquiries
- Review and process finance visa credit card transactions, recording disbursement and performing monthly reconciliations.
- Assist in the preparation and issuance of yearly Form 1099s for the company's vendors
- Develop and maintain an electronic filing system for account payable records in a timely and organized manner.
- Perform all other AP duties and tasks as assigned.

### **QUALIFICATION**

- Bachelor's or Associate's degree in Accounting, or equivalent combination of education and experience
- 2 years accounting experience preferred.
- Ability to use Microsoft Excel required and familiarity with Microsoft Dynamics IV preferred. Share Point and Database experience ++
- Understanding of GAAP
- Outstanding attention to detail to ensure accurate records
- Ability to exercise good judgment and discretion in handling financial information, ensuring employee data is kept confidential



## **EQUAL EMPLOYMENT OPPORTUNITY**

American Councils is committed to taking affirmative steps to enhance employment opportunities for minorities, women, veterans, and people with disabilities, and strives to ensure that meaningful employment and promotional opportunities are maintained for everyone. American Councils' commitment to equal employment opportunity is based not only on federal requirements, but also on a longstanding commitment to maintaining a diverse workforce reflective of the communities in which we operate.

## **PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information

**TO APPLY:** Internal candidates select this link and follow the prompts:

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