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| Job Title: | **Accounts Payable**  |
| Department: | **Administration** |
| Reports to: | **Controller** |
| Grade: | **DS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Diane Bucco** |
| Date: | **March 17, 2021** |
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| Purpose:The Accounts Payable position is responsible for the payment of goods and services purchased by the agency. This role also serves as an auditor, ensuring that invoices are accurate and that proper procedures are followed for the purchasing and payment of goods and services.  |
| Essential Functions:* Reviews all invoices for appropriate documentation and approval prior to payment.
* Communicates with co-workers, management, and others regarding purchases.
* Processes invoices into computer system.
* Assures records are accurate and contain required back-up of assigned accounts payable.
* Responsible for the timely payment of assigned account payables.
* Performs back up of accounting software at the end of each workday.
* Prepares analysis of accounts, as required.
* Answers assigned vendor inquiries.
* Ensures that all rental contracts are current, available, and up to date.
* Performs other incidental and related duties as required and assigned.
* Establishes new vendor records and 1099 status,
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| Position Objectives:* To ensure that assigned accounts payable work is completed accurately and in a timely manner.
* To represent the agency in a professional, friendly, and caring manner.
* To respond to the needs of vendors as well as co-workers.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of work produced.
* Cooperation with and feedback from supervisor and co-workers.
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| **Minimum Education:*** A high school diploma or equivalent.
* Associate degree preferred.
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| **Minimum Experience:*** Two to three years’ previous experience.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Excellent customer service and interpersonal communication skills.
* Strong organizational skills with the ability to pay attention to detail.
* Flexibility to handle multiple tasks with multiple interruptions.
* Strong listening skills with the ability to understand and carry out directions.
* Accuracy and attention to fine detail are required.
* Possess necessary skills and knowledge to assure accurate data and reports via computerized in-house accounting network.
* Proficient in Work and Excel.
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| **Minimum Physical Expectations:*** Physical activity that always involves keyboarding, sitting, phone work, and filing.
* Physical activity that often requires extensive time working on a computer.
* Physical activity which sometimes involves lifting up to 25 lbs. and standing.
* Physical activity that often requires bending, stopping, reaching, and/or twisting when filing, year-end moving of files.
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| **Minimum Environmental Expectations:**The Accounts Payable position operates in a clerical, office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. |