

ACCOUNTS PAYABLE BOOKKEEPER Job Description

SCOPE:

This position falls under the supervision of the Finance Director.

Under direct supervision, performs accounting functions including cash control, funds disbursement, accounts receivable, accounts payable. This position requires the application of varied bookkeeping and business procedures. Work requires familiarity with organization financial policies to include accounting, and other areas.

An Accounts Payable bookkeeper is responsible for the financial processing of transactions for the organization. Their duties include daily bookkeeping and record keeping, financial reporting and the preparation of tax records for audits and end of year.

RESPONSIBILITIES.

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
- Ensures credit is received for outstanding memos.
- Issues stop-payments and purchase order amendments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by scanning and filing documents.
- Disburses petty cash by recording entry and verifying documentation.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Assists Finance Director and Chief Accountant with audits and budgets.

KNOWLEDGE & SKILLS:

- Tracking budget expenses
- Attention to detail
- Thoroughness
- Organization
- Analyzing information
- Accounting
- Vendor relationships

- PC proficiency
- Data entry skills
- General math skills
- Familiar with Pooled Cash Accounting
- Effective verbal, presentation and listening communications skills
- Effective written communications skills

QUALIFICATIONS:

Education or Experience:

- High school diploma, GED, or equivalent required
- Associate's degree in accounting, finance, or related field a plus. Years of relevant work experience can be utilized in lieu of degree.
- At least 3-5 years of previous accounts payable experience preferably in government

Licenses:

None Required.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.