

Accounts Payable Assistant Job Description

Department: Finance Department

Reports to: Lead Accountant

Status: Non-Exempt

SUMMARY

The accounts payable department contributes to the overall financial well-being of the organization because it oversees the flow of money going out. This department is vital for the smooth functioning of the agency. The role of the Accounts Payable Assistant involves providing financial, administrative and clerical support to the organization. The Accounts Payable Assistant will assist in maintaining the internal controls to identify duplicate or fraudulent invoices, prevent duplicate payments, and accounts payables audits. The Accounts Payable Assistant will review all Accounts Payable documentations to ensure all approvals, stamps and checklist are in place before entering in the physical and virtual filing system. Duties also include responding to vendor inquiries, negotiating terms, and researching ways to save money and improve the bottom line. The Accounts Payable Assistant must be highly organized, have the ability to pay attention to detail and handle a high volume of data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attention to detail and data entry skills are important requirements in the Accounts Payable Department. The Accounts Payables Assistant will be interacting with various individuals inside and outside of the agency, so it is imperative they are always able to interact in a professional and polite manner.

- ✓ Keeping track of all payments and expenditures, including payroll fringe benefits, purchase orders, pay orders, invoices, statements, W-9, etc.
- ✓ Maintaining copies of accounts payable documents for filing, audits and contract vouchering
- ✓ Assist in preparing documents and cut checks for signature
- ✓ Continuing to improve the physical and virtual filing system/process
- ✓ Assist in resolving purchase order, pay order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos
- ✓ Assist in reviewing all invoices for appropriate documentation and approval prior to payment
- ✓ Assist in month end closing, vouchering documents, end of the year closing, auditing, and reporting as required by contracts/vendors/for internal control/use
- ✓ Maintain files and documentation thoroughly and accurately, in accordance with agency practice, policy, and auditing recommendations
- ✓ Assist in entering AP invoices in the Accounting System.
- ✓ All other duties as assigned.

ACCOUNTS PAYABLE ASSISTANT SKILLS AND EDUCATION

- ✓ Bookkeeper Certified, Associates Degree in Accounting, Finance or related discipline, 1+ year of experience in accounts payable, basic accounting knowledge
- ✓ Ability to use Microsoft productivity software such as Excel and Word, Familiarity with Accounting Software. Abila MIP for Nonprofit preferred but not required
- ✓ Must have a strong work ethic, Strong organizational ability and a self-starter, fast and accurate data entry skills
- ✓ Critical thinking skills: Problem solver, excellent attention to detail, professional attitude, reliable, analytical, organized
- ✓ Communication Skills: Effective corporate communications skills-written and oral, interpersonal skills
- ✓ Project management skills: Ability to consistently meet all deadlines, adaptable, teamwork and collaboration, ability to follow standard filing procedures
- ✓ Willing to learn and advance

Disclaimer: The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.