

**A/P and Accounting Specialist**

**Reports to:** Finance Director

**FLSA Status:** Non-Exempt

**Summary Statement**

Reports to the Finance Director. Works with Microsoft Office and Abila MIP Fund Accounting Software. Handles the Accounting, Accounts Payable and General Ledger reconciliation duties. Provides accounting expertise and backup in Finance Director's absence.

**Essential Functions and Responsibilities:**

1. Enters vendors invoices, including W-9 info, and travels claims in MIP accounting software. Runs and mails A/P checks weekly. Enter check numbers into bank positive pay.
2. Reviews travel authorization forms. Assigns travel claim numbers, verifies per diem amounts and sends travel claims to the traveler before travel.
3. Reimburses staff for their travel costs. Send reminder emails for missing paperwork and documentation.
4. Keeps up with receipts/backup on the American Express card. Prepares the Journal Entry to get the AMEX charges on the general ledger.
5. Generates Purchase Orders from approved Purchase Requisitions using the MIP Accounts Payable Module.
6. Reconcile postage logs and copier logs for the monthly General Journal Entries.
7. Provides routine Journal Entries to the Finance Director for routine accounting processes as required. Reviews other journal entries for keying errors before posting and filing batches.
8. Assists with the annual financial statement audit by pulling audit documents and preparing certain A/P files.
9. Updates schedules in Excel for the annual Indirect Cost Proposal to the Department of Labor.
10. Helps update the policy and procedure manual.
11. Enters IRS 1099 reporting data into the Accounts Payable Module, completes 1099 Forms, and mails IRS 1099 Forms before deadlines.
12. Submits IRS Form 1096 to the Finance Director for approval and submits the approved form to the IRS.
13. Acts as emergency backup for payroll processing.

**REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):**

**REQUIRED:**

- Associates Degree with a minimum of 2 years relevant and verifiable experience.
- A valid driver's license and current automobile insurance.
- Basic knowledge of arithmetic and algebra.
- Excellent computer skills; demonstrated proficiency in Microsoft Word, Excel and Outlook.
- Strong verbal and written communication skills.
- Positive attitude.
- Ability to identify and assess business needs and/or issues and find solutions or resolution.
- Mature judgment and professionalism in handling confidential matters.
- Superior dependability including excellent attendance and punctuality.
- Ability to establish and maintain harmonious working relationships with supervisor, colleagues, community members, Board Members and other persons making contact with NICOA.

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**DESIRABLE:**

- Experience with Abila MIP Fund Accounting Software.
- Bachelor’s Degree.
- Experience reconciling bank accounts
- Experience preparing journal entries

**Working Conditions and Physical Effort:**

- Work is normally performed in a typical interior/office work environment.
- Noise level is moderate.
- Very limited exposure to physical risk or very limited physical effort required.
- Sitting for prolonged periods.
- Lifting items 20 lbs. or less occasionally.
- Bending or stooping occasionally.
- Keyboarding/Typing.

**Equal Employment Opportunity**

We are an Equal Opportunity Employer that values workplace diversity.

I have reviewed the above position description and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director signature

\_\_\_\_\_  
Date