

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. Assigns travel advance numbers, verifies per diem amounts and prepares and sends travel claims to the traveler before travel.
2. Enters vendors invoices, including W-9 info, into MIP Fund Accounting. Runs and mails A/P checks.
3. Approves supply orders then generates Purchase Orders from approved Purchase Requisitions using the MIP Accounts Payable Module.
4. Maintains postage logs and copier logs to prepare the monthly General Journal Entries (JE's).
5. Prepares and provides monthly journal entries to the Finance Director for routine accounting processes as required, such as the monthly rent, printing and benefit allocations.
6. Collects American Express receipts and allocates the expenses to the correct grant(s) in Excel and MIP.
7. Tracks journal entries that are prepared and posted in an Excel spreadsheet.
8. Reconciles certain monthly balance sheet accounts pertaining to the benefits paid by NICOA. Assists the payroll specialist with making sure the correct amounts are entered into the Paylocity payroll software.
9. Conducts training on travel and purchasing policies to new hires
10. Assists with the annual financial statement audit by pulling audit documents and preparing certain A/P files. Updates schedules in Excel for the annual Indirect Cost Proposal to the Department of Labor.
11. Helps update the policy and procedure manual.
12. Enters IRS 1099 reporting data into the Accounts Payable Module, completes 1099 Forms, and mails IRS 1099 Forms before deadlines.
13. Submits IRS Form 1096 to the Finance Director for approval and submits the approved form to the IRS.
14. Acts as emergency backup for payroll processing.
15. Other duties as assigned

REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE):

REQUIRED:

- Associates Degree with a minimum of 2 years of 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.

AP and Accounting Specialist

- Positive attitude. Ability to multi-task.
- Ability to identify and assess business needs and/or issues and find solutions/make resolutions.
- 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.

DESIRABLE:

- Experience with Abila MIP Fund Accounting Software.
- Bachelor’s Degree.

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.