

Accounts Payable Administrator
Southeastern Community Action Partnership, Inc
Job Description

Classification: Exempt

Dept: Accounting

Location: Administration

Reports to: Chief Financial Officer

Manages: N/A

This position is responsible for maintaining files of purchase orders received in accounting. Processes invoices by matching invoice to purchase order and receipts. Forwards documents to department heads for approval. Keys batched vouchers into the GMS system and generates checks for payment. Reviews and processes all HUD/Section 8 accounting management requests. Other duties as assigned by the Chief Financial Officer.

PRIMARY DUTIES:

Accounts Payable

- Maintains file of outstanding purchase orders, matches invoices and documentation to the purchase order and forwards to the appropriate department head for approval;
- Keys voucher into GMS system after items have been batched and approved for payment;
- Generates checks and forwards checks for final review and signatures;
- Makes copies of invoices, packing slips and purchase order for funder records;
- Prepares monthly reports to funding sources as required;
- Process travel requests;
- Maintains accounts payable file and vendor files. Files vouchers upon completion;
- Reviews outstanding purchase orders weekly. Reconciles voucher batches against listing as prepared;
- Void checks when necessary;
- Prepares requisitions for supplies for accounting department.

HUD/Section 8

- Requests funds for Section 8 Program;
- Generates monthly utility and rental checks for program;
- Prepare monthly HUD/Section 8 general journal entry;
- Prepare monthly HAP payment;
- Maintain bank accounts;
- Maintain check registry for three accounts-Fraud, Escrow and HAP
- Assist CFO in HUD year end reporting and auditing.

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Head Start

- Prepares and submits bi-weekly reports to Head Start funders for reimbursement;
 - Prepares annual 1099 report;
 - Review and process utility bills, food and gas receipts;
 - Process travel checks
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General Qualifications Requirements:

- Proficient at MS Office (especially Excel).
 - Proficiency in the GMS System.
 - Have superior written and oral communication skills.
 - Proficient knowledge of non-profit fiscal operations.
 - Ability to maintain confidentiality and exercise extreme discretion.
 - Excellent problem solving/judgment skills and high level of attention to detail and accuracy.
 - Must have proficient knowledge in processing accounts payable
 - Have a strong capacity to collaborate with vendors, customers, and funding sources.
 - Strong organizational skills and the ability to work under pressure.
 - Ability to handle and prioritize multiple tasks and meet all deadlines.
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Working Experience Requirements:

- A minimum of five years of experience in accounts payable (non-profit setting).
 - Experience in budgeting and fiscal control and knowledge of business procedures.
 - A minimum of five years' experience supporting financial and accounting, including accounts receivable, accounts payable, procurement management and general accounting.
 - Extensive experience in Lindsey Accounting system, Money Microsoft, and Quicken Books.
 - Proven ability to handle multiple tasks and to prioritize workflow.
 - Experience in Nonprofit Accounting System-GMS Accounting System
 - Effective time management and proven ability to meet deadlines are a must.
 - Knowledge of state and federal accounting laws relating to key areas of responsibility.
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Educational Requirements:

- Bachelor's degree in Accounting/Business Administration/Finance with three years of directly related experience.
- Associate degree in accounting/Finance with five years of direct experience.
- High school diploma with 10 years of directly related experience.