

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Accounts Payable Specialist**

Reports to: Accountant II

Classification: Non-Exempt

Revision Date: June 2022

Salary: \$20.67 Hr.

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.”

SUMMARY

Under the direction of the Accountant II, the Accounts Payable Specialist is responsible for maintaining accounts payable records, cost allocations, and verification and coding expenses to the proper accounts; process accounts receivable and deposits; prepare monthly expense allocation; track and review contracts payments; assist with participant payments, etc.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY RESPONSIBILITIES

Process Accounts payable

Supporting Skills

- Examine invoices in detail and ensure accuracy.
- Coordinate review with other departments as needed.
- Implement invoice coding by using Excel spreadsheets or accounting system.
- Input invoice information into software, post information to accounts payable and the general ledger, produce necessary reports, and generate checks.

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Prepare Monthly Allocation for Accounts Payable & Payroll

Supporting Skills

- Understand and prepare monthly allocations.
- Review allocations for accuracy.
- Must meet deadlines.
- Must interface with others in an effective manner.

Process Sub-recipients' Invoices

Supporting Skills

- Review verify and approve support documentation provided by sub-recipients.
- Track contracts and any amendments to them.
- Coordinate with Accounting Manager to process and pay invoices.

Track and Process Payment for Other Contracts

Supporting Skills

- Review, verify and approve payment for invoices.
- Track contracts and payments.

Input Accounts Payable Invoices and Process Checks

Supporting Skills

- Input invoice information into software and post information to accounts payable and the general ledger and produce necessary reports.
- Generate checks, post to software, produce reports, and check register.
- File processed invoices.

Process Accounts Receivable Invoices

Supporting Skills

- Prepare invoices using the accounting software Accounts Receivable Module.
- Track and ensure payments are received

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- Post payments in software.
- Send past-due notices when applicable
- File processed invoices.

Prepare and Record Deposits

Supporting Skills

- Code deposits on deposit forms
- Record transaction in accounting software
- Make and distribute appropriate copies
- Submit for review

Assist in Reviewing Participant Timesheets and Processing Checks

Supporting Skills

- Review participant timesheets and account codes expense
- Verify workers compensation code and calculation
- Produce participant checks.

Perform other accounting duties

Supporting Skills

- Serve as a backup for other accounting tasks and duties such as process Journal entries, Bank, GL reconciliation and monthly reports.
- Assist on annual single audit, state monitor and Yuma county monitor compile documentation requested
- Drop off or pick up documents to Yuma County and go to the bank as needed
- Assist organizing accounting physical and electronic files
- Assist in other accounting projects as needed

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;

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- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
Improve by benchmarking and adopting best practices.

Corporate Level Contribution

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;

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- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language

- Communication: The ability to communicate information and ideas so others will understand (respond effectively to the most sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).
- Comprehension: The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- Writing: The ability of communicating effectively in writing as appropriate for the needs of the agency/staff.
- Written Comprehension: ability to read and understand information and ideas presented in writing.
- Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).

Mathematics

- Apply mathematical concepts such as probability and statistical inference, fractions, percentages, and ratios.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Compute rates, ratios, and percentages.

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- Draw and interpret bar graphs.
- Analyze documentation.

Reasoning

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solve practical problems, collect data, establish facts, and draw valid conclusions).
- Inductive Reasoning: the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Critical Thinking: the use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Solve problems, collect data, establish facts, and draw valid conclusions.
- Interpret a variety of technical instructions.

Technology

- Demonstrate **proficiency** in software including but not limited to Microsoft Windows XP, Microsoft Office 365, and Microsoft Access (Database), Financial Edge or other Fund accounting software.
- Must be **fluent** in Microsoft Excel.
- Demonstrate **proficiency** in Internet usage.

Socioeconomic

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory

- Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.
- Time Management: Managing one's own time to meet the necessary timelines required.
- Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

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- Has no direct supervisory responsibility; however, at times, is required to explain process to staff for training, travel, and purchases.
- Must be a self-starter and have a willingness to assist others as needed.

Interpersonal

- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
- Service Orientation: Actively looking for ways to help co-workers, and or other businesses having questions, and demonstrate excellent self-control and confidence during interactions with others.

Physical Demands

- Active Listening: Giving full attention to what other people are expressing, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reach with arms and hands.
- Use hands and fingers to operate keyboards and other office equipment.

Other

- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must be detailed orientated and able to determine timeline needed to meet necessary goals.
- Must a valid Arizona Driver's License, reliable transportation, and current liability insurance.
- Demonstrate the Core Values of the Organization.
- Must clear a background check through AZ Central Registry
- Must possess or be able to obtain a Level One Fingerprint Clearance Card

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting or Business Administration and four years of progressively responsible experience in accounting; or an equivalent combination of direct work experience and/or education equaling 8 years, that provides the knowledge, skills, and ability to perform required tasks.

Knowledge of Workforce Innovation an Opportunity Act (WIOA) is preferred.

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WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. This position requires extreme detail, accuracy, and the ability to evaluate and set timelines to meet necessary requirements while performing costs allocations on a vast amount of paperwork.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate for an office environment.

I acknowledge that I have been given a copy of this job description and I understand the duties and responsibilities stated within. I attest to my capacity to fulfill all such duties and responsibilities. This job description may be revised by the employer, and I will be given a copy of revisions, additions, and/or deletions. I understand that I may be given additional related duties and will be required to follow any other instructions or directions given by my supervisor. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Signature of Employee

Signature of Supervisor

Printed Name of Employee

Printed Name of Supervisor

Date Signed _____

Date Signed _____