

## Accounts Payable Specialist

**REPORTS TO:** Finance Manager

**FLSA STATUS:** Non-Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** No

### **Job Summary:**

Responsible for providing standard administrative, technical, or information that supports others, organizing data and information that is used and analyzed by others, including computing rapid and accurate mathematical computations, gathering data and verifying information within the Finance Team.

### **Essential Functions:**

The Accounts Payable Specialist will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Accounts Payable Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Accounts Payable Specialist will demonstrate competency to perform essential functions that include:

1. Compute rapid and accurate mathematical computations with accounts payable transactions.
2. Establish and maintain effective working relationships with employees, other agencies, and vendors.
3. Monitors and reports fixed assets to Finance Specialist.
4. Responsible for recording and paying accounts payable invoices.
5. Process approved electronic requisitions checking for coding accuracy regarding program, region and department and ensuring proper approval levels.
6. Gather Davis-Bacon paperwork and files.
7. Responsible for reconciling vendor statements with invoices received.
8. Responsible for preparing use and sales tax report monthly.
9. Prepare checks for signature and file with supporting documentation.
10. Stay current on the rules and regulations regarding proper use of State and Federal Grant funds for Head Start purposes.
11. Assists with maintaining vendors and associated files.
12. File 1099's.
13. Responsible for assisting with keeping contracts and leases up to date.
14. Maintain confidentiality.
15. Keep procedures for processing Accounts Payable updated in the desk manual.
16. Attending meetings and training sessions as needed and requested.
17. Utilize virtual platforms for meetings and communications.

### **Minimum Requirements:**

1. High School Diploma or GED required. Accounting, data processing, and office procedures course work from a vocational institute or similar educational environment preferred. AA/AAS degree in accounting or related field preferred. All education must be from an accredited institution.
2. 2 years' experience with general accounting preferred.
3. Strong computer skills, word processing, spreadsheets, email, and internet.
4. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.

5. Health Questionnaire is required at hire and will be updated every 3 years.
6. Meet all agencies, state and federal required immunizations or have an approved exemption on file.
7. Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

1. Skill in operating automated accounting systems, general office equipment, perform data entry at times in a repetitive fashion, identifying and reporting discrepancies.
2. Knowledge of Accounting principles, practices, account analysis and methods, financial
3. recordkeeping practices, computer hardware, techniques in data verification and data entry, proper coding of documents, PGCCS and departmental policies and procedures,
4. Ability to prioritize and manage workload and deadlines.
5. Sustained concentration and attention to detail and accuracy.
6. Ability to communicate (verbal and written) effectively and appropriately with others.
7. Ability to work independently as well as in a team environment.
8. Demonstrate the understanding of CPS reporting system, signs, and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date