



POSITION MANAGEMENT GUIDE

<i>Title:</i>	Accounts Payable Associate	<i>Division Approval:</i>	1/3/2024
<i>Department:</i>	Business Services	<i>HR Approval:</i>	1/3/2024
<i>Reports to:</i>	Assistant Director of Finance	<i>Board Approval:</i>	6/25/2024

SUMMARY OF PURPOSE

This position is responsible for the prompt and accurate handling of all accounts payable, bookkeeping and related areas. Provides clerical support related to meeting the financial obligations of the organization. Clarifies questionable items, prices or signatures; obtains proper information and/or data regarding invoice payments. The incumbent works with other members of the Department in meeting department goals and objectives.

ESSENTIAL REQUIREMENTS

- High school diploma or equivalent required, along with post-high school secretarial education and training preferred
- Minimum of 3 years of experience
- Familiarity with accounting software experience in Microsoft Office Suite and Google Suite, and comfort in learning new software.
- Must be highly organized with excellent written and verbal communication skills.
- Must be able to work independently and as a supportive team member.
- Must be organized and able to prioritize workload
- Must be professional and responsive to any requests, questions, or assistance needed by the Supervisor, staff members, and any customers
- Ability to exercise sound judgment when making decisions in the absence of supervisors or on their behalf.
- Proven experience in accounts payable or a related financial role
- Commitment to maintaining confidentiality and financial integrity

ESSENTIAL FUNCTIONS

- Process invoices for payment by matching them with purchase orders, confirming receipt, and checking the account number and vendor address.
- Performs data entry of all vendor invoices and employee advance/reimbursement payments.
- Verifies accounts payable transaction listing; proofreads entry work and approves for payment.
- Verifies entries and amounts; assists in processing checks for accounts payable; prepares for mailing and attaches check copy to appropriate vendor invoice for filing.
- Maintain organized and up-to-date financial records, both electronically and in hard copy.
- Verifies statements from vendors with accounts payable records; contacts vendors for confirmation and requests copies when necessary.
- Implements and maintains a procedure to monitor invoices and purchase orders to ensure a prompt payment schedule.

*Title: Accounts Payable Associate
(Continued)*

- Assists in handling stopped payments on lost checks; voids checks when necessary and re-issues checks when needed.
- Works with purchasing to keep vendor duplication to a minimum and works with purchasing, receiving, and supervisors to close out year-end purchase orders.
- Processes 1099 forms and verifies W-9 information.
- Assists with preparing appropriate paperwork for monthly federal/state budget reporting.
- Communicate with secretaries and/or vendors to verify charges and account codes and resolve any budget overages or other discrepancies.
- Ensure transactions/payments are within budget limits.
- Cross trains to serve as backup for the processing of purchasing orders, deposits, and other accounts receivable functions.
- Verifies receipts for cash advances, P-Card purchases, and expense reimbursements.
- Assist in internal and external audits by providing accurate and well-organized financial records.
- Identify opportunities for process improvements within the accounts payable workflow, suggesting and implementing enhancements.
- Supports the Business Services' staff and the Assistant Director as appropriate.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU vision, mission, and core values. Establishes and maintains effective communication and positive relationships within the LIU and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service).
- Understands organizational development and change principles and applies these principles to promote improvement within the Department.
- Performs other functions as assigned.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

Title: Accounts Payable Associate
(Continued)

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the boxes below, the LIU indicates its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations enable an otherwise qualified individual to perform the essential job functions.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☒ Complex Computational Skills (Accounting and Financial Skills)
- ☐ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☐ Several Blocks from Building
- ☒ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☐ Driving Required

10. Sitting

- ☒ 75% - 100%

Title: Accounts Payable Associate
(Continued)

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- ☐ 50% - 75%
 - ☐ 25% - 50%
 - ☐ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: 6/25/2024