

Accounts Payable Specialist

General Summary:

Duties performed are of a senior clerical nature. This is the second most senior level clerical job handling significant clerical details and duties that may require ability to apply technical knowledge to clerical functions. It incorporates elements of other levels with a majority of effort associated with specialized support services or program related activities.

Required Qualifications:

- High school diploma or GED.
- Three years of qualifying experience or a combination of education and experience that equates to three years.
- Experience with Microsoft Word and Excel.
- Customer service experience.
- Organizational skills with strong attention to detail.
- Demonstrated positive interpersonal skills.
- Effective verbal and written communication skills.
- Ability to project a positive attitude.
- Ability to manage multiple projects and meet deadlines with accurate results.
- Ability to compose, proofread and edit correspondence.
- Ability to perform the essential functions of the job.

Preferred Qualifications:

- Knowledge of specific software programs, mainframe/systems skills may be desired by the hiring department. (i.e. Excel, Access, SAP, Outlook and on-line giving programs)

Duties & Responsibilities:

- Enters and verifies accounts payable invoices and assists in check processing/mailing.
- Works with payable vendors and staff members to resolve outstanding issues on statements.
- Corresponds with vendors, areas and state staff on all matters related to payable invoices and expenses reimbursement vouchers.
- Allocates CMU expenses for SOMI state and area accounts.
- Maintains SOMI state and area petty cash fund including monthly reconciliation.
- Processes SOMI cash advance requests. Follows up on receiving receipts and proper backup to justify how the cash was spent and how the expenses should be coded. Confirms any unspent funds have been returned. Prepares cash advance report for year-end audit.
- Point of contact for SOMI employee credit cards from issuance, credit limit changes, account removal and general inquiries.

- Informs all cardholders when credit card statement is available for them to review along with due date for completing expense report and receipt submission. Follows up with cardholders when needed to ensure timely submission or problems with what was submitted. Reviews coding and purchase details for each credit card transaction including the tracking of fundraising/grant projects and direct benefit to the donor.
- Corresponds with employees and/or their supervisors concerning late submission of documentation for the SOMI credit card program or with policy exceptions.
- Audits SOMI staff credit card transactions to ensure compliance with SOMI policies. Tracks instances of noncompliance. Requests reimbursement from employees who misuse their SOMI credit card.
- Monitors and reconciles various SOMI business charge accounts (Shell, Staples, etc.).
- Prepares general ledger journal entries to be processed in accounting system including a monthly 800-2,000 line entry to record the credit card transactions from our 100+ cardholders.
- Hire, supervise, train and delegate assignments for student employees.
- Maintains accurate and current filing of scanned paid invoices/reimbursements with copies of checks. In charge of training student assistant to ensure accuracy and proper indexing of documents.
- Assists with SOMI office traffic, phone coverage and delivering daily deposit to the bank when needed.