



Accounts Payables Specialist

POSITION SUMMARY:

The Accounts Payables Specialist works within the Special Olympics Michigan accounting department, 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.

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 reimbursement requests.
- 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 (Enterprise, 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.
- Other Duties as assigned.

POSITION REQUIREMENTS:

- Demonstrate a commitment to the mission, vision, and values of Special Olympics Michigan
- High school diploma or GED along with an Associates degree. Bachelor's preferred.
- Three years of qualifying experience or a combination of education and experience that equates to three years.
- Experience with Microsoft Word and Excel.

- Support other departments contributing to team spirit and sharing of responsibilities.
- Strong self-motivation and the ability to work independently.

REPORTING RELATIONSHIP:

- Functions under the general supervision of CFO and accounting department

Location:

- This position can be in either the Grand Rapids or Mount Pleasant SOMI Offices.

Please send cover letter and resume to roger.yob@somi.org

NON-DISCRIMINATION POLICY

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.