



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Accounts Payable Specialist
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Department: Finance
Pay Grade: 7
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for executing Accounts Payable for the entire Agency from procure to pay. Incumbents in this position must know how to process invoices and issue payments owed by the organization to suppliers and other creditors. The Accounts Payable Specialist ensures that all disbursements of company funds are done in accordance with GAAP. Enters data into pre-established GL accounts in order to maintain proper cost allocations of expenses.

ESSENTIAL JOB FUNCTIONS:

- Prepares invoices for entering into accounting system by matching to purchase orders (P.O.'s), communicates with the P.O. originator, obtaining additional support documents (if needed), assures appropriate GL accounts for costing, and obtains approvals for invoice payments.
- Receives non-purchase order invoices and obtains approvals for payment including a determination on the appropriate GL account.
- Enters invoices into BCHA accounting software system for check processing.
- Matches contract-related invoices to applicable contract and communicates with Purchasing Director and requisitioner to reconcile any price and quantity variances if outside the defined scope of work.
- Handles inquiries from vendors and creditors regarding invoices and provides payment information.
- Closes off invoice and runs accounts payable processes including balancing batches, printing checks, and producing accounting transactions for interface into GL.
- Sets up and maintains vendor records; determines if vendor is a year-end 1099 reportable vendor per IRS regulations.
- Researches and implements paperless payment processes, with FPL and other utilities, and wherever possible working with Controller and CFO.
- Obtains and tabulates copier volumes from all BCHA/BBC, Inc. properties and offices on a monthly basis and provides data to the copier contractor.
- Prepares Capital Lease allocations from accounting spreadsheets.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Associate’s Degree in accounting, with three (3) years of related experience working in an Accounting or Finance Department working accounts payable functions; or equivalent training, education, and/or experience.

LICENSES OR CERTIFICATIONS:

None.

Knowledge, Skills and Abilities:

- Skills in data entry.
- Skills in basic mathematics which would usually be obtained through a high school education or equivalent.
- Skills in the use of personal computers and various software including Microsoft Office (Word, Excel, Outlook).
- Skills in customer service, interviewing, and the ability to connect with diverse personalities and backgrounds.
- Ability to operate various office equipment including fax machine, copier, calculator, and phone system.
- Ability to maintain positive working relationships with diverse vendors and creditors.

PHYSICAL DEMANDS:

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also involves regular sitting, using hands to finger, handle, or feel objects, tools or controls; occasional standing, walking; reaching with hands and arms; climbing stairs; balancing; stooping, kneeling, crouching or crawling; talking or hearing. Work requires close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

WORK ENVIRONMENT:

Work is typically performed in an office environment.

Broward County Housing Authority has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date