



Early Learning Coalition of Broward County, Inc. Job Description

Position: Accounts Payable Specialist

Reports to: Controller

FLSA Status: Non-Exempt

Position Status: Full-time

Job Summary: The Accounts Payable Specialist is responsible for ensuring that Coalition vendor invoices are reviewed, processed and recorded accurately and timely in support of ELC's mission and services. The AP Specialist helps safeguard Coalition assets by ensuring that all invoices are duly authorized and that all the goods or services rendered have been received, verified and documented. The position also helps ensure the accuracy of the Coalition's financial statements as a reflection of ELC's mission and services. The Accounts Payable role is a position of trust, requiring high integrity and good judgement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job, the employee is expected to perform these and other job related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Accurately and timely verify, record and process vendor invoices approved for payment daily and prepare periodic batches for disbursement including but not limited to:
 - Match invoices to purchase orders and confirmation that goods or services were delivered.
 - Confirming authorization to pay from the appropriate program and fiscal representatives
 - Re-performing calculations to ensure accuracy and completeness
 - Confirming and entering appropriate cost coding
 - Confirming appropriate vendor set up with purchasing staff
 - Batching invoices appropriately for efficient review and approval
- Prepare Bank ACH transfer imports and positive pay uploads for approval and transmission by staff designated to authorize cash disbursements.
- Accurately and timely verify and record pre-paid and other amortized expenses monthly.

- Monitor individual vendor accounts to ensure vendor invoices are submitted timely and payments include all pending credits or receivables due.
- Answer vendor questions, troubleshoot and resolve accounts payable invoice and account coding issues
- Assist with monthly reconciliation and other reports for supervisor review and approval. Monitor monthly expense postings to pro-actively identify and correct errors or omissions.
- Maintain and update complete and accurate records in accordance with agency record retention and destruction standards and best practices. Provide documentary support for audits, external monitoring reviews and other requests or reviews timely and completely.
- Participate in knowledge sharing and other on-going training activities to ensure sufficient cross training within the accounting/fiscal team and coverage in times of need.
- Provide excellent customer service. Communicate and collaborate with ELC staff, stakeholders and vendors in a professional, results-oriented manner and be accountable for ensuring follow through on questions or problems when they arise.
- Proactively work to support ELC's mission and commitment to Broward Families and children.
- Other duties as assigned.

COMPETENCIES

- High Integrity
- Strong organizational skills
- Attention to detail and accuracy
- Ability to maintain confidentiality
- Good judgment
- Communication Proficiency
- Strong problem-solving skills
- Technical Capacity
- Ability to meet deadlines

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment.
- This role uses commonly used applications that include: Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Ability to sit on the floor and get up to a standing position.
- The employee is occasionally required to stoop, kneel, crouch or crawl and lift and/or move up to 25 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time position.
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm.

REQUIRED EDUCATION AND EXPERIENCE:

- AA or BA in Accounting or related field and/or 1-3 years proven accounts payable or related general accounting experience.
- Knowledge of accounts payable best practices and standards in a non-profit, governmental or job-cost tracking setting.
- Knowledge of general accounting procedures and internal controls.
- 1-2 years of experience using accounting or financial payment software, experience with Abila MIP a plus.
- Proficient in data entry and data management, able to create and use excel spreadsheets, including pivot tables.

BACKGROUND CHECKS:

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II background check
- Drug test
- E-Verify
- Educational verification
- Current and valid Florida Driver's License

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.

