

FAMILY ELDERCARE
AP Specialist
Job Description



Job title: AP Specialist	Work Location: Rutherford Office / Remote
Program: Finance	Reports to: Finance Manager
Position Status - Full-time Position FLSA Classification – Non-Exempt	Salary Range: \$25.52 - \$26.25 / HR

The Finance Specialist performs accounting and bookkeeping responsibilities to include creation, review, submission, verification, and posting of Accounts Payable and Accounts Receivable transactions to journals or ledgers while ensuring accuracy across multiple web-based platforms, data bases and accounting systems.

Essential Duties and Responsibilities:

- Review and verify general ledger coding of accounts payable invoices
- Enter accounts payable into accounting system in a timely manner
- Record ACH payments to various vendors.
- Prepare and distribute AP checks for payment
- Reconcile org and program credit cards
- Bank Reconciliation
- Assist with Daily Bank Deposits as needed
- Maintain and file accounting records both physically and electronically, complying with applicable State and Federal laws, such as HIPAA
- Maintain Vendor W-9 Log
- Prepare End of Year 1099's
- Assist the Finance Manager with financial reports and grant reporting
- Assist with preparation and finance responsibilities for various audits
- Perform special projects as assigned

Education and/or Work Experience Requirements:

- 3 - 5 years' accounting/finance experience in payables, receivables, and reconciliation
- Working knowledge of Fund Accounting
- Proficient in Microsoft Office Excel and Word software applications
- Working knowledge of MIP Fund Accounting a plus
- Non-profit community services industry experience a plus
- Must pass a criminal background check

Working Conditions/Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
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Needed Attributes:

- Ability to develop productive relationships with coworkers and volunteers
- Ability to work independently and as a team member to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Effective organizational, interpersonal, and communication skills
- Ability to keep accurate and organized records.
- Ability to interact in a positive manner in person and on phone
- Ability to make constructive use of professional supervision