



Account Payables Specialist Job Description

Program: Guardianship

Reports to: Estates Program Coordinator

Job Location: Rutherford

Position Status: ☒ Full-time ☐ Part-time

FLSA Classification: ☐ Exempt ☒ Non-exempt

Salary Range: \$25.52 - \$26.25 per hour

The Account Payables Specialist provides accounting, administrative, and bookkeeping management support to the Guardianship Program.

Essential Responsibilities:

Accounts Payable:

- Generate checks from client accounts for expenses per payment schedule or as requested
- Maintain accurate and timely records of income and disbursements in QuickBooks
- Research vendor discrepancies, obtain all required backup, and vendor maintenance
- Process ACHs with the bank
- Order, track, and fund TrueLink and debit cards for clients
- Purge closed client accounts
- Debit card, TrueLink, and Guardianship Credit Card receipt entry and management
- Oversee Collate backup to bank statements and file documentation

Administrative Support:

- Order, maintain, and reconcile Guardianship Program gas cards
- Manage inventory and ordering of check supplies and postage with Guardianship Credit Card
- Perform special projects as assigned

Competencies:

- Ability to develop productive relationships with coworkers and volunteers
- Ability to utilize Microsoft Office software applications, database management, internet, and Outlook calendaring
- Ability to work independently and as a team member with little supervision
- Ability to organize work efficiently and prioritize response to changing needs of the program
- Effective organizational, interpersonal, and multitasking skills
- Ability to interact in a positive manner in person and on phone
- Ability to communicate verbally and in written correspondence
- Ability to make constructive use of supervision

Minimum Requirements:

- Associates Degree, or equivalent combination of education and experience
- Two or more years accounting experience in high volume payables and account reconciliation
- Proficient in QuickBooks and Microsoft Office software applications
- Non-profit community services industry experience a plus
- Experience with aging and/or disabled populations
- Ability to pass a criminal history and motor vehicle driving record check

Licenses and/or Certifications:

- Valid Texas Driver's License and active automobile insurance

Work Environment and Physical Demands:

- Ability to work in an office setting with significant amount of time spent on computer
- Ability to drive to external locations for company business as needed
- Ability to perform the essential job functions consistently, safely, and successfully 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
- Must be able to lift and carry up to 20 lbs.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:**Employee Signature:****Date:**