FAMILY ELDERCARE

Accounts Payable Specialist
Job Description

Program: Guardianship & Financial Advocacy	Reports to: Guardianship Estates Manager
Job Location: Rutherford Office	Position Status: Full-Time
FLSA Classification: Non-Exempt	Salary Range: $23.33/hour based on a 36 hour work week

The Accounts Payable Specialist is responsible for the accurate and timely processing of multiple client accounts, including invoice management, vendor payments, expense reimbursements, and daily account reconciliations. This role requires meticulous attention to detail, strong reconciliation capabilities, and the ability to resolve billing discrepancies efficiently. This position operates under the guidelines and directives provided by the Guardianship Estates Manager.

Essential Responsibilities:

- Generates checks and issues payment from client accounts for expenses per payment schedule or as requested.
- Maintains accurate and timely records of income and disbursements.
- Reconcile client accounts on a daily basis.
- Investigate vendor discrepancies, obtain all necessary supporting documentation, and update vendor information as needed.
- Process ACH's through the bank.
- Order, monitor, and fund client debit cards issued by various financial institutions.
- Process daily bank deposits.
- Perform additional duties as assigned.

Competencies:

- Ability to communicate clear, well-reasoned perspectives on complex issues.
- Strong analytical skills with the ability to evaluate data and make accurate eligibility decisions.
- Demonstrated integrity and ethical judgment, including when managing confidential information.
- Ability to prioritize tasks, manage multiple responsibilities, and work effectively under pressure.
- Ability to work independently with minimal supervision and contribute effectively as part of a team.
- Initiative-taking, solutions-focused approach to address challenges and resolve client issues.
- Ability to review, verify, and maintain records and case files accurately.
- Ability to communicate effectively by phone and in person to support client financial needs.
- Proficiency in agency file management and organization systems, Microsoft Office, and databases used to track and manage client benefits.
- Ability to collaborate professionally with diverse client populations.
- Ability to manage a high-volume caseload and meet deadlines.
- Ability to advocate for clients' best interests when managing their financial accounts.
- Strong organizational skills and the ability to adapt to changing programs, client, and department needs.
- Ability to communicate effectively both verbally and in writing.
- Ability to learn program requirements and collaborate effectively with department staff.
- Ability to receive supervision and feedback constructively.

Education and Experience:

- High school diploma required, associate degree preferred; or equivalent combination of education and experience.
- Minimum 2 years of accounts payable or general accounting experience.
- At least 2 years of administrative experience required.
- Proficient in Microsoft Office applications.
- Strong interest in advocating for older adults and individuals with intellectual disabilities.
- Nonprofit experience preferred.
- Guardianship or other court-related experience preferred.

Work Environment and Physical Requirements:

- Ability to work in an office setting at Family Eldercare, Inc.'s Austin office location on Rutherford Lane multiple times per week and spend significant time using a computer.
- Ability to perform work remotely two days per workweek.
- Ability to travel to off-site locations for company business as needed.
- Ability to lift up to 50 pounds.
- Ability to perform the essential functions of the job safely and successfully in compliance with the ADA, FMLA, and other applicable federal, state, and local laws, including meeting qualitative and quantitative productivity standards.
- Ability to maintain regular and punctual attendance in compliance with the ADA, FMLA, and other applicable federal, state, and local laws.
- Valid Texas driver's license and active automobile insurance required.
- Clear multi-state criminal background check and motor vehicle driving record required.

Acknowledgement and Review:
By signing this job description, I acknowledge that I meet the qualifications and can perform all job functions, duties, and responsibilities, with or without reasonable accommodation. I understand that I am responsible for promptly notifying the Company in writing if I need an accommodation. I also acknowledge that I have read and understood this job description and may receive a copy. I further understand that Family Eldercare may modify Company policies, procedures, and processes as organizational needs change.

Print Employee Name:_____

Employee Signature: **Date:**