

Job Description

Title: Accounts Payable Accountant

Program: Administration/Finance Department

All the criteria-based duties and standards within this document will be performed according to established policies, procedures and guidelines of Interfaith Community Services. Due to the nature of the mission of InterServ, all staff is expected to perform other duties as assigned.

Job Summary

Employee performs a variety of accounting duties, primarily preparation of disbursements.

Works under the supervision of Assistant Finance Director

Essential Job Functions - Responsibilities

1. Prepares checks to pay agency obligations and reimburse employees for expenses incurred, as approved by the Assistant Finance Director.
2. Maintains appropriate records, files, and related matters of financial transactions.
3. Records all payroll and supportive billing documents for the Consumer Directed Care (CDS) program.
4. Reconciles the accounts payable general ledger accounts on a regular basis.
5. Inputs and/or imports disbursement journals into computerized accounting system.
6. Records or imports payroll information into the payroll database.
7. Reconciles food transactions with a monthly inventory to make sure we limit the possibility of food losses and are in compliance with our stakeholders.
8. Communicates regularly with department managers and program directors to make sure we receive the required information we need in a timely manner.
9. Assists in gathering information for budget proposals.

Employment Category: Administration

Job Classification: Full Time

Executive Director Approval _____

Date: 12/27/16

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Job Specifications

1. **Education:** Associate's Degree in accounting required, BS preferred, with at least 3 years of experience in accounting or a related field.
2. **Licensure:** N/A
3. **Experience:** 3-5 years' experience in accounting/finance area.
4. **Essential Technical/Motor Skills:** Ability to operate a personal computer, to operate 10 key calculator.
5. **Interpersonal Skills:** Ability to work cooperatively with all coworkers and clients. Ability to remain flexible and calm in stressful situations.
6. **Essential Physical Requirement:** Ability to ascend and descend stairs to upstairs offices. Ability to position self in order to access lower and upper files, carry and move files, carry up to 30 lbs. Ability to remain in a stationary position at least 50% of the time.
7. **Essential Mental Abilities:** Ability to work with and interpret numbers, to count money. Ability to complete a routine of tasks without constant supervision.
8. **Essential Sensory Requirements:** Ability to observe and interpret written material. Ability to exchange information with other staff and clients clearly.
9. **Exposure to Hazards:** Normal office/business substances.
10. **Other:** Ability to pass a background screening (Family Care Safety Registry), Valid Missouri Driver's License or ID, provide own transportation.

InterServ staff commits him/herself to the values of the mission statement and works toward fulfilling the goals of InterServ.