***Rural Community Assistance Corporation***

**Job Description**

***Accounts Payable Specialist***

**Classification:** *Grade B* **Department:** *Finance, Grants & Contracts*

**Status:** *Non-Exempt* **Supervisor:** *Assistant Controller*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Finance Grants and Contracts**

The Finance, Grants & Contracts (FGC) department is responsible for the corporation’s financial operations including accounting, budgeting, contract management, facilities management and procurement. FGC is made up of Grants & Contracts Administration (GCA) and Finance units.

FGC staff works to safeguard the reputation and the resources of RCAC so the organization and its clients thrive. Staff works with internal and external clients to support their work. Outcomes of FGC’s work include: compliance with regulations and investor covenants; excellent, efficient and seamless operations; zero disallowances and findings in external audits.

**Position Description**

The Accounting Specialist performs a variety of clerical accounting functions in the processing, verification and maintenance of financial documents, records and transactions. Major responsibilities include, but are not limited to: accounts payable; purchase orders; direct deposits; external reports; preparation for audits.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include, but are not limited to:**

* Review and process purchase orders, expense reports and vendor invoices
* Process vendor payments and staff reimbursements (ACH and checks)
* Create end of year 1099s
* Prepare monthly AP aging reports
* Resolve open purchase orders and expense reports
* Review, edit and approve mileage and travel reimbursements and post for processing
* Set up new employees and vendors
* Maintain banking information file of ACH vendors
* Perform self-audit of all accounts payable-related general ledger account transactions and balances
* Set up and maintain schedules to track grants, subcontracts, leases and consultants paid by RCAC
* Perform other duties as assigned

**Skills and Qualifications**

* Knowledge of general clerical accounting principles, practices, procedures and methods
* Knowledge of accounting terminology and procedures
* Knowledge of nonprofit and multi-funded organizations
* Proficiency with Microsoft Office (including Excel)
* Ability to organize and prioritize work to meet established timelines
* Ability to accurately compile, post, verify and maintain computerized and/or manual records and files
* Ability to perform mathematical calculations with speed and accuracy
* Ability to listen and communicate effectively both verbally and in writing
* Uses initiative to approach troubleshooting and problem-solving alternatives
* Ability to follow detailed instructions
* Ability to work with minimal supervision and handle multiple priorities simultaneously
* Ability to follow detailed instructions
* Demonstrates a high level of customer services skills

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Two (2) years of applicable experience (education may be substituted for experience).

Preferred Education:

Associate degree (additional qualifying experience may be substituted).

**Physical Job Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*