



**ACCOUNTS PAYABLE/ RECEIVABLE SPECIALIST JOB DESCRIPTION**

<b>Job Title</b>	<i>Accounts Payable/ Receivable Specialist</i>	<b>Department</b>	<i>Administration</i>
<b>Job Type</b>	<i>Full-time, Exempt</i>	<b>Reports To</b>	<i>Accounting Supervisor</i>

**Scope**

The Accounts Payable/Receivable Specialist position receives general supervision within a broad framework of policies and procedures. The Specialist possesses an understanding of the accounting and budget processes, internal control, bookkeeping procedures, automated accounting systems & AP automation platform, fund accounting encumbrances, accounting system requirements, and knowledge of applicable laws, statutes, rules, and ordinances. The Specialist must demonstrate a high level of competence including, the ability to meet with administrative and program staff, coordinate fiscal activities, discuss alternatives, and make decisions of significant impact or consequences to the Agency. The Specialist manages financial transactions related to vendor and childcare provider payments and expenses.

**Primary Responsibilities**

Processing payments and invoices: Ensuring invoices are accurate and processed on time.

- AP Vendors – Operational and Functional
- Collect, scan upload, and review payment documents – purchase orders, approval, receipts, invoices, and packing slip.
- Apply proper accounting code based on the type of expense and the agency’s cost allocation plan.
- Process disbursement payments on the accounting system, Sage 100, and the automation platform.
- Export Sage APA invoice data, review and record vendor invoices.
- Manually record online vendor payments.
- Manage vendor online accounts for invoice & payment.
- Manage outstanding accounts: Monitoring payment deadlines and following up on delinquent accounts.
- Reconciling accounts: Verify transactions and reconcile statements to resolve discrepancies.
- Coordinate and collaborate both internally and externally to resolve accounting system and automation platform IT issues.
- Apply all proper internal controls and complete the disbursement process.
- Respond to inquiries from vendors.
- Communicate with bank representatives to verify checks.
- Process stop payments for outstanding checks and process check replacement.
- Create and maintain vendor files and updating filing systems; file all paid invoices.
- Process Child Care Provider Payments.
- Import provider files, review and process payments for child care providers.
- Process stipends and statutory payments.
- Process provider garnishments and prepare timely remittances to agencies.
- Manage positive pay – format and upload files into the bank’s portal.
- Coordinate with Subsidy, Payments department, and providers regarding payment inquiries.
- Process stop payments for outstanding checks and returned funds; process check replacements.



- Oversee the accounting and management of the Cash Receipt process. Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipt logs, and recording of cash to the accounts receivable accounting ledger.
- Review the receipt and related documents.
- Apply proper account codes.
- Prepare materials for bank deposit and process E-Deposit.
- Apply all proper internal controls and complete the cash receipt process. Record cash receipts into Sage 100.
- Maintain all accounting files (filing).
- Petty cash custodian.
- Monitor and ensure compliance with policies, budget formulas, guidelines, and internal controls.

### **Additional Requirements**

- Provide excellent customer service to internal and external customers by working cooperatively within the department, across the agency, and with clients.
- Represent the agency with professionalism in all interactions. This includes over the phone, in person, using electronic media, and written correspondence.
- Utilize resources to maintain industry knowledge, including, but not limited to, the use of technology and attending workshops, classes, and meetings.
- Contribute to the team effort by meeting set department goals within departmental deadlines.
- Attend all staff meetings, trainings, and annual retreats.
- Perform other duties as needed and assigned.

### **Knowledge and Skill Requirement**

- Minimum of two years of related experience and /or training; or equivalent combination of education and experience.
- Strong understanding of internal controls and financial management processes.
- Language Skills: Excellent Reading, Writing, and Oral Communication are required.
- Math Skills: Ability to apply concepts of basic algebra and geometry.
- Attention to Detail: Ensures that work is generally free of common mistakes.
- Computer Skills: Working knowledge of Microsoft Office (Teams, Word, Excel, Outlook, PowerPoint) is required. Software knowledge of Sage100 Mas90 (accounting software).
- Regular attendance and punctuality are essential.
- Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills are needed to meet designated deadlines.
- Ability to be flexible, innovative, and adapt to the agency's changing needs.
- Proven ability to work independently and maintain confidentiality and discretion.
- Commitment to Connections for Children's mission and values.
- Strong interpersonal skills, including the ability to work effectively with individuals from diverse backgrounds.
- Ethics: Treats people respectfully; works with integrity and ethics; upholds organizational values.

### **Working Conditions**

- Typical of an office environment.
- Eligible for hybrid/telework schedule upon completion of an introductory period.
- Must comply with agency health and safety protocols.



- Must successfully pass a criminal background check upon hire.

**Salary Range: \$24.67 - \$27.98 + Excellent Benefits**

**We are an Equal Opportunity Employer.**

**Organizational Statement**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.