**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** | | | |
| Job Title: | Accounts Payable Specialist I | Salary Grade: | 6 |
| Status: | Non-Exempt | Supervisor: | Assistant Controller |
| Unit: | Accounts Payable | Department: | Finance |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

Finance staff work to safeguard the reputation and resources of RCAC, so the organization and its clients thrive. Staff work in support of internal and external clients. Outcomes of the finance department’s work include RCAC leading the industry in best practices; compliance with regulations and investor covenants; excellent, efficient, and seamless operations; and zero disallowances and findings in external audits.

**General Purpose:**

Under general supervision of the Assistant Controller, this role performs clerical accounting functions in the processing, verification, and maintenance of financial documents, records, and transactions.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.*

**Job Duties and Responsibilities:**

* Reviews and processes purchase orders, expense reports, and vendor invoices.
* Performs the day-to-day processing of accounts payable transactions to ensure that RCAC’s finances are maintained in an effective, up-to-date, and accurate manner.
* Verifies the general ledger (GL) coding accuracy of purchase orders prior to payment.
* Checks coding verifies the correct amount and vendor; verifies the payment has not previously been made.
* Prepares batches, completes data entry of invoices for payment, and processes backup reports.
* Reviews employee reimbursement requests for accuracy, supporting documentation, and approval.
* Assists employees in creating accurate vouchers.
* Provides assistance to employees with questions about timing of past and future vendor payments.
* Sets up new vendors in ERP (Unanet) for payment.
* Ensures that all reimbursements and new vendor set-ups follow RCAC's policy and procedures.
* Verifies vendor statements and handles correspondence involving accounts payable; assists in resolution of complaints between vendors and customers.
* Reviews the events and procurement cards to ensure that all charges are valid and have supporting approved vouchers.
* Enter payment totals of the credit cards.
* Maintains accounting ledgers by verifying and posting account transactions.
* Maintains updated vendor files and reconciles vendor statements.
* Research statements for open invoices or past-due invoices.
* Processes vendor payments and staff reimbursements (ACH, wires, and checks).
* Prepares monthly accounts payable aging reports.
* Resolves open purchase orders and expense reports.
* Reviews, edits, and approves mileage and travel reimbursements and post for processing.
* Sets up new employees and vendors.
* Maintains banking information file of ACH vendors.
* Performs self-audit of all accounts payable-related general ledger account transactions and balances.
* Sets up and maintains schedules to track grants, sub-contracts, leases, and consultants paid by RCAC.
* Performs a variety of sorting and filing tasks.
* Establishes, maintains, and updates files, databases, records, and/ other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
* Establishes and maintains an effective filing and retrieval system.
* Performs other related duties as assigned.

**Supervision Exercised:**

* No supervisory responsibilities.

**Minimum Qualifications and Necessary Requirements:**

* **EQUIVALENT**combination of education and experience can meet minimum qualifications.
* **EDUCATION:** High School Diploma or GED.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Two years of finance or accounting experience. Proficient computer skills with Microsoft Office programs.
* Must pass a background investigation.

**Knowledge, Skills, and Abilities:**

* Knowledge of the principles and practices of accounting.
* Knowledge of the development, preparation, and control of budgets.
* Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
* Skill in operating business computers and office machines, including working in a Windows environment, specifically Word, Excel, Portable Document Format (pdf), presentation software (such as PowerPoint), and PC-based computerized accounting software.
* Database, data entry, and records management skills.
* Customer service skills.
* Ability to maintain confidentiality.
* Ability to gather data, compile information, and prepare reports.
* Ability to organize and prioritize work to meet established timelines.
* Ability to accurately compile, post, verify, and maintain computerized and manual records and files.
* Ability to perform mathematical calculations with speed and accuracy.
* Ability to effectively listen and communicate verbally and in writing.
* Ability to carry out instructions furnished in verbal or written formats.
* Ability to analyze situations and adopt appropriate courses of action.

**Preferred Requirements:**

* Associate degree.
* GL accounts and reconciliation experience.
* Customer service experience.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Work is typically performed in an office with a moderate noise level. Evening and/or weekend work may be required.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*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.*