

**California Human Development**

**Job Description**

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| EMPLOYEE NAME: |  |
| JOB TITLE: | Accounts Payable/Accounts Receivable Representative |
| DEPARTMENT/DIVISION: | Fiscal |
| REPORTS TO: | Controller |
| FLSA STATUS: | Non-Exempt |
| LOCATION: | Santa Rosa |
| REVISED DATE: | 04/06/2022 |

**Summary Description**: The AP/AR Representative is responsible for processing invoices in a timely and accurate manner to fulfill the organization’s financial obligations, to ensure no interruption to its daily operations due to payment delays, and to meet its financial & federal reporting requirements and deadlines. Additional responsibilities include posting AP invoices, resolving invoice discrepancies, verifying account coding and authorization, issuing vendor payments, responding to inquiries, reconciling vendor statements, following up on outstanding invoices or checks, issuing yearly 1099s, and completing other projects as required.

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Controller, the AP/AR Representative will:

* Processes vendor invoices and check requests assigning appropriate GL account codes and ensuring discounts are taken whenever possible.
* Manage the accounts payable function within the organization's established policies.
* Verify the accuracy of invoice data, vendor info, accounting code and authorization before each posting. Enter or upload invoices into the accounting software.
* Process all utility payments for the corporation excluding housing, by entering the expense in Accufund and posting the payment when the ACH/EFT occurs at the bank.
* Process all utilities for the affordable housing division of the corporation by entering the expense in the accounting systems used by CHD and posting the payments whenACH/EFTs occur at the bank**s** in the appropriate system
* Generate daily/weekly A/P Check Runs for approval; then print checks for signature & mail.
* Posting of all corporate Credit Card expenses into system**s** for each cycle each month. This includes sending out emails with statements to card holders, receiving receipts with requisitions to each transaction on the statement, entering each transaction and posting the payments to each transaction in CHD accounting systems.
* Maintain filing system of accounts payable vendors and other financial records including purchase orders, receiving documents, etc. for retrieval or review.
* Timely respond to vendor inquiries; reconcile vendor statements monthly so that all invoices and credits are processed in the accounting software.
* Review Petty Cash disbursements, obtain receipts and reconcile funds on a monthly basis.
* Research questions regarding vendor payments and expenses by GL account as required.
* Reconcile Accounts Payable account to A/P Aging on a monthly basis.
* Research and follow up on outstanding checks, maintain required support for voided checks and comply with unclaimed property laws.
* Suggests improvements in processes to increase effectiveness of unit.
* Review 1099 vendors to ensure compliance with IRS requirements, maintain and file vendor W-9 forms and process 1099 forms and documents each year- end.
* Perform other responsibilities as requested by Controller or company management. Assist Senior Accountants with research, filing, report generation, or special projects. These activities are to be coordinated with the Controller.
* Engage in continuing education and company-sponsored learning programs to keep current on relevant laws and regulations.
* Effectively manage work schedule to meet all reporting deadlines.
* Other duties as assigned.

**Supervisory Responsibilities**

No supervisory responsibilities.

**Required Skills and Abilities**

* Proficiency in Microsoft Office, automated accounting software, and other related software such as online bank activity reporting
* Ability to communicate effectively, both verbally and in writing with individuals and groups.
* Ability to read, analyze, and interpret governmental regulations in English.
* Ability to use arithmetic skills normally applied to the position, including the computation of

rates, ratios, and percentages.

* Ability to pay attention to detail in all aspects of the work.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions provided in written, oral, diagram or schedule form.
* Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
* Ability to recognize and manage personal bias.
* Capable of balancing responsibilities, exhibiting objectivity, giving and receiving constructive feedback, contributing to a positive environment and supporting efforts when working in a team setting.

**Education and/or Experience**

* High school graduate, and at least one year of college level or technical school training in business office functions; or two years of directly related experience in a similar business office environment, or an equivalent combination of education and experience.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

**Physical Requirements**

Regularly*:* Sit, manual dexterity for typing or to handle items, talk, hear

Occasionally: Lift up to 10 lbs., stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl

Rarely: Lift up to 25 lbs.

Vision: Close vision (clear vision at 20 inches or less); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus);

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.  All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management, and stakeholders. Employment at CHD is* ***at-will****. This means employment is for an indefinite period and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_