

## ACCOUNTS PAYABLE SPECIALIST - JOB DESCRIPTION

### SUMMARY DESCRIPTION

Under direction, performs fiscal management duties related to accounts payable. Coordinates system-wide billing for services rendered. The work involves managing and controlling the processing of vendor invoices and other claims for payment. The individual establishes and implements processing procedures for accounts payable, monitors and adjusts workloads, sets priorities and resolves issues. Collaborates with Accounts Receivable Specialist the effective and timely collection of outstanding receivables. Responsible for preparation of analytic, status, and process reporting. Will also simultaneously perform office duties like answering phone calls and emails, and maintaining client files. Availability for working Saturdays and Sundays is required.

### KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of bookkeeping principles, methods, procedures and techniques as applied to the processing of payables. Strong communication skills and knowledge of standard office accounting procedures and computer hardware and software, including the ability to efficiently utilize Microsoft Office suite of applications (specifically Excel), Director's Assistant, and QuickBooks (enterprise and online versions). The work requires the ability to acquire a basic understanding of mortuary care and associated forms and documents. Ability to keep complex records, assemble and organize data and to prepare reports from such records; ability to carry out continuing assignments on own initiative.

### EDUCATION, TRAINING AND EXPERIENCE

Undergraduate degree/associates degree in accounting or business administration is required. A minimum of two years' experience as an accounts payable specialist within a busy office environment. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

### LICENSE REQUIREMENTS

Existing appointment or ability to apply for a Maryland State Notary Public is preferred.

### PHYSICAL DEMANDS

Position typically requires sitting for long hours, with sustained use of telephone and computer keyboard. Some lifting and carrying small packages under 15 pounds.

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## DUTIES AND RESPONSIBILITIES

The duties listed below are typical examples of the work performed. This is not an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional related duties for the position. Not all duties assigned are included, nor are all duties listed performed every day.

### DAILY

- Assures timely and accurate processing of funeral home accounts payable; matching purchase orders, packing slip and vendor invoices; and reconciles the inventory work sheet to the service contract and vendor invoice
- Maintain quality control to ensure that accounting transactions comply with financial policies and procedures
- Perform the day-to-day processing of accounts payable transactions. Receives and verifies invoices and requisitions for goods and services.
- Perform data entry/matching of invoices, check requests, and recurring payments
- Answer phone, email, snail mail, and walk-in inquiries

### WEEKLY

- Reconciles customer orders for flowers, vaults, prayer cards, and paid death notices (obituaries)
- Enter vendor invoices, and then prepare ACH payments or checks for mailing
- Collaborate with accounts receivable specialist, business manager, funeral directors and others to resolve issues that prevent invoices from being processed
- Research, identify and resolve discrepancies between payables, receivables, cash receipts and general ledger databases
- Analyze and review vendors' statements for accuracy and check credit balances; request cash refunds on credit balances and resolve discrepancies
- Reviews all contract modifications and agrees final billing to the Director's Assistant program
- Monitors company market share by tracking competitor's sales on-line and daily newspaper death notices

### PERIODICALLY

- Makes requests to vendors/contractors and church participants to complete Form W-9
- Prepares Forms 1096 and 1099
- Prepares a mailing and shipping spending report to the Business Manager for expense tracking
- Provide administrative support and coverage for the Accounts Receivables Specialist and Operations Specialist to ensure effective and efficient office operations

### BONUS SKILLS:

- Bilingual in English and Spanish, or other non-English language skills is a plus