ACCOUNTS PAYABLE SPECIALIST - JOB DESCRIPTION

SUMMARY DESCRIPTION

Under general direction, this position performs fiscal and administrative duties related to accounts payable and system-wide billing for services rendered. The role is responsible for managing the processing of vendor invoices and payment requests. In addition, the role requires establishing and implementing accounts payable procedures, monitoring workloads, setting priorities, and resolving issues as they arise. This position works closely with the Accounts Receivable Specialist to support the effective and timely collection of outstanding receivables. The position also requires the preparation of analytical, status, and process reports, while supporting general office operations such as answering phone calls and emails, as well as maintaining client files. Availability to work alternate weekends is required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of bookkeeping principles, methods, procedures, and techniques as they apply to the processing of payables is required. The role calls for strong communication skills and knowledge of standard office accounting procedures and computer hardware and software, including Microsoft Office Suite (especially Excel), Director's Assistant, and QuickBooks Online. The work also requires the ability to acquire a basic understanding of mortuary care and associated forms and documents. The position demands the ability to maintain complex records, assemble and organize data, prepare reports, and carry out continuing assignments on their own initiative.

EDUCATION, TRAINING AND EXPERIENCE

An undergraduate or associate degree in accounting, business administration, or a related field is required. A minimum of two years of experience as an Accounts Payable Specialist in a busy office environment is also required. Other combinations of relevant education, training, and experience that provide the knowledge, skills, and abilities necessary to perform the role effectively may be considered.

LICENSE REQUIREMENTS

Current appointment as a Maryland State Notary Public, or the ability to apply, is preferred.

PHYSICAL DEMANDS

The position typically requires sitting for long hours, with sustained use of a telephone and computer keyboard. Also, some lifting and carrying small packages under 15 pounds may be required.

ACCOUNTS PAYABLE SPECIALIST - JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

The duties listed below are representative examples of the work performed in this position. This is not intended to be an exhaustive list of all duties, responsibilities, or requirements and does not limit the assignment of additional related duties. Not all duties listed are performed every day, and additional duties may be assigned as needed.

DAILY

- Ensure the timely and accurate processing of funeral home accounts payable by matching purchase orders, packing slips, and vendor invoices; reconcile the inventory worksheet to the service contract and vendor invoice
- Maintain quality control to ensure that accounting transactions comply with financial policies and procedures
- Perform day-to-day accounts payable processing, including receiving and verifying invoices and requisitions for goods and services
- Enter and match invoices, check requests, and recurring payments
- Process certified death certificates and documentation using EDRS systems of Maryland and Washington, DC
- Answer phones, emails, mailed correspondence, and walk-in inquiries

WEEKLY

- Reconcile customer orders for flowers, vaults, prayer cards, and paid death notices (obituaries)
- Enter vendor invoices and 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 records
- Review vendor statements for accuracy, verify credit balances, request refunds when appropriate, and resolve discrepancies
- Review all contract modifications and confirm final billing in the Director's Assistant program

PERIODICALLY

- Request that vendors, contractors, and church participants complete Form W-9
- Prepare Forms 1096 and 1099
- Prepare a mailing and shipping expense report for the Business Manager for expense tracking
- Provide administrative support and coverage for the Accounts Receivable Specialist and Operations Specialist to ensure effective and efficient office operations

BONUS SKILLS:

- Bilingual ability in English and Spanish, or proficiency in another non-English language, is a plus