Family Resource and Referral Center (FRRC) employee responsibilities include becoming familiar with all programs operated by FRRC and interpreting these basic programs and philosophies to the community. Each individual employee will understand the funding terms and conditions of their specific program or position.

**SUMMARY**
Applies principles of accounting to Accounts Payable. Ensures Purchasing and Accounts Payable procedures are followed and invoices are processed for timely payment using the correct coding and distributions. Requires a high level of computer proficiency, analytical ability, good organization and cooperative human relations skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may by assigned.

- Review account coding prior to purchase order approval for completeness as well as for compliance with accounting principles, financial policies and contractual requirements.
- Review documentation prior to purchase order approval for completeness as well as for compliance with accounting principles, financial policies and contractual requirements.
- Track and move approved orders to invoices and assist in processing for payment, ensuring the payment register matches the batch total.
- Serve as a liaison between departments and vendors in the resolution of administrative problems and inquiries.
- Reconcile invoices to vendor contracts, agreements and statements and follow-up on discrepancies.
- Maintain and administer accounts payable information; analyze data, prepare reports as required.
- Prepare the accounts payable accrual journal and other journals as needed. Print and file financial statements.
- Maintain Vendor files, agreements and contracts as needed, including preparation and issuance of 1099 tax filings.
- Assist with periodic physical inventory.
- Distribute, reconcile and replenish petty cash and follow up on issues with employee expense reconciliations reports and cash advances.
- Reconcile bank statements and GL accounts as needed and appropriate.
- Prepare spreadsheets as assigned.
- Back-up purchasing duties.
- Assist with special projects and perform miscellaneous job duties as assigned.
QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Demonstrated knowledge and application of accounting principles and procedures.
Demonstrated knowledge of Accounts Payable principles, procedures and standards.
Knowledge of automated check printing systems and processes.
High level of computer proficiency, including working knowledge of standard accounting, spreadsheet and word processing software.
Good organization, planning and goal-setting skills.
Strong interpersonal skills, flexibility and customer service orientation.
Ability to communicate effectively, both written and orally, in English.

EDUCATION and/or EXPERIENCE
A.A. in accounting and 1 year work experience in accounting/bookkeeping OR 3 years work experience in Bookkeeping including significant Accounts Payable experience. Experience in non profit or fund-based accounting preferred.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES:

Department Manager: __________________ Date: __________________

Executive Director: ________________ Date: __________________

Human Resources: ________________ Date: __________________