



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUPERIOR DOUGLAS COUNTY FAMILY YMCA

JOB DESCRIPTION

Job Title: **Accounts Payable**

Status: P/T Non-Exempt

Reports to: Finance Director

Department: Admin-Business Office

Revision Date: April 2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Receives and maintains all information pertaining to the accounts payable system.

ESSENTIAL FUNCTIONS:

1. Processes invoices for payment. Audits check requests and purchase orders for completeness and makes corrections as necessary.
2. Inputs vendor and expense distribution data in the accounts payable system.
3. Coordinates accounts payable check runs upon approval. Files appropriate documentation and maintains accounts payable files.
4. Voids checks and credits appropriate accounts as needed.
5. Works with vendors and staff to resolve invoice discrepancies. Reviews vendor statements for past due invoices and work with vendors to keep accounts current.
6. Records cleared accounts payable checks in the accounting system.
7. Maintains W-9 information for all vendors and prepares annual 1099 forms for IRS.
8. Maintains responsive and cooperative relationships with vendors regarding accounts payable.
9. Create invoices for billings, handles payments and communications.
10. Handles other office functions such as petty cash, ordering supplies, etc.
11. Maintains inventory sale items.
12. Maintain and file sales tax.
13. Provide backup documents for annual audit.
14. Performs other duties as assigned.

YMCA COMPETENCIES (Leader)

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Associate's degree preferred or experience equivalent.
2. Knowledge of general ledger and accounting functions preferred.
3. Experience in data entry with working knowledge of spreadsheets and word processing.
4. Strong customer service and relationship building skills.
5. Excellent problem solving skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.