



Job Title: Accounts Payable Specialist

FLSA Classification: Non-Exempt

Department : Accounting/Finance

Reports to: Assistant Controller

Salary: \$26-\$32 Hourly

Date Updated: 11/15/24

Job Description

Summary/Objective

The Accounting Office is a central support service resource that works closely with all of Hanna Center's operations and other support departments to carry out Hanna Center's mission to care, treat, and help youths and other members of our surrounding communities. The Accounts Payable Specialist plays an integral role in ensuring the smooth flow of everyday operations and collaborative team member in assisting with end of month close preparations. Interacting daily with a diverse community of students, colleagues, and clients, they are committed to providing accurate and timely financial information with responsive attention and flexibility to the varying needs of the organization.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Responsible for full cycle accounts payable, including coding, ensuring appropriate manager approval, input, and weekly payment issuance.
- Record all electronic and check payments made weekly.
- Reconcile vendor statements with invoices to ensure bills are received and entered in a timely manner and expenses are accrued accurately and timely.
- Analyze all transactions and resolve any discrepancies or disputes. Audit work to ensure there are no duplicate payments, late payments, mis-coded invoices, and over-payments.
- Reconcile accounts payable subledger to general ledger monthly.
- Oversee appropriate physical and digital documentation policy is adhered to for accounts payable and other accounting sub-sections as assigned.
- Maintains accurate vendor records including W-9 collection and year end 1099 issuance.
- Maintains vendor relationships through clear communication and professionalism.
- Download, reconcile, and ensure proper documentation and approval is adhered to for all employee credit card transactions. Audit for coding accuracy and upload to the general ledger monthly.

- Provide customer service to each employee in the organization, including addressing all inquiries and providing support in a timely and friendly manner.
- Process and record all petty cash disbursements as needed.
- Record monthly residential home food budget expenditures.
- Manage department mail by opening, sorting, and distributing daily.
- Accurately execute daily processes and controls in a timely manner while ensuring company policies are followed.
- Assist with other ad-hoc projects as required.
- Other tasks as assigned.

Knowledge & Experience

- Proficient in Microsoft Office: Word, Outlook, and Teams. Intermediary Excel knowledge or interest to learn a plus. Strong Mathematical Skill is a plus.
- ERP Sage Intacct experience a plus, but not required.
- High School Diploma or equivalent is required. Any higher education would be preferred.
- 3-5 years' accounts payable or related office experience preferred.
- Understanding of basic principles of finance, accounting, and bookkeeping
- Ability to maintain confidentiality of company and partner information
- Excellent organizational and analytical skills. Attention to accuracy and detail are essential to this role.
- Ability to identify priorities or needs for additional clarification with little oversight.
- Clear and articulate written and communication skills required. Interpersonal skills rooted in desire to collaborate and creatively problem solve with diverse constituencies.
- Comfortable working in a fast-paced environment with appreciation for teamwork and learning from each other.

Work Environment

Typical office and clinical environment. Responsibilities may include offsite meetings, trainings, or other activities as required by business needs.

Affirmative Action/EEO Statement

Hanna Center is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org