

JOB ANNOUNCEMENT

Accounts Payable Technician

Status: Full-time
Reports to: Accounting Supervisor

The Accounts Payable Technician will primarily be responsible for Accounts Payable and minimal Accounts Receivable; processing employee reimbursements, travel advances and vendor invoices, daily, and generating payments through EFT, computerized or manual checks in conjunction with Positive Pay; and invoicing clients for reimbursable costs and following up to ensure invoice payments are received in a timely manner.

Essential Duties and Responsibilities:

Accounts Payable

- Enter invoice data.
- Process accounts payable checks and EFTs.
- Maintain organized and accurate vendor files, with documentation filed on a weekly basis.
- Respond to vendor inquiries.
- Monitor and review aging reports.
- Reconcile CAP Center credit card bills.
- Process AmeriCorps mileage reimbursements in a timely manner.
- Process employee expense reimbursements and travel advances in a timely manner.
- Ensure that appropriate support documentation and signatures are obtained in order to process reimbursements.
- May reconcile subsidiary ledgers to the general ledger monthly.
- Act as custodian of petty cash box, ensuring proper documentation and authorizations on provided for all transactions.
- Reconcile petty cash and gift cards on a monthly basis.
- Perform other duties as assigned.

Accounts Receivable

- Process reimbursable expense invoices to clients.
- Enter cash receipts into accounting software on at least a weekly basis.
- Enter in-kind donations into the accounting software, as received.
- Respond to client inquiries.
- Collections on past due accounts.

Other Duties

- Provide support to fiscal team as needed.
- Perform other duties as assigned.

EOE

*The **Child Abuse Prevention Center** does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact: Human Resources at 916-244-1900.*

Posted 5/7/2018

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Minimum Qualifications:

Education and Experience

- An Associate of Arts degree in business/accounting or minimum of 2 years equivalent work experience is required.
- Experience in multi-company accounting preferred.
- Experience with Financial Edge and QuickBooks software highly desirable
- Project accounting experience preferred.
- Experience with grant funding preferred.
- Experience with government contracts desirable.

General Knowledge

- Accounts Payable, Accounts Receivable, and best accounting practices.
- Experience using accounting software, The Financial Edge software is preferred.
- Must be able to read, write, speak and understand the English language.
- Must have good writing, editing, and proofreading skills.
- Proficient in MS Excel and MS Word.
- Ability to operate office equipment such as 10 key calculator, fax machine, postage meter, copy machine, etc.
- Basic mathematics including addition, subtraction, division and multiplication.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to maintain a professional and confidential work environment.

Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities and meeting timelines.
- Excellent organizational skills and ability to manage multiple tasks in an efficient manner.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to work independently and use judgment.

Communication and Relationship Skills

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to perform in a team.
- Ability to work with individuals and teams with diverse economic, social, educational and cultural backgrounds.

Analytical Skills

- Good problem identification and resolution skills.
- Ability to deal with complex situations and to identify when to communicate with senior accounting personnel for assistance/resolution.

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Other Qualifications

- Must be available to work a normal business schedule, Monday through Friday during the day, and which may occasionally include evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must pass a criminal background check from the Department of Justice.

Please send cover letter, resume and salary requirements to:

The Child Abuse Prevention Center
Attn: Human Resources
4700 Roseville Road
North Highlands, CA 95660
Fax: 916-244-1905
E-mail: jwarren@thecapcenter.org

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