

Position: Accounts Payable Clerk

POSITION SUMMARY

Performs clerical accounting work involving recordkeeping, reporting and analysis of the company's bank and cash balances and inter-company accounts. Prepares the bank deposits, tracks intercompany activity and prepares intercompany billings.

Applies principles of accounting and internal controls to process invoices and checks and prepare financial reports by performing the duties listed below. Also prepares and issues annual 1099 tax forms for assigned entities.

Essential Duties & Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares deposits and cash receipts for all corporate and development accounts.
- Maintains daily cash balance reports for Corporate, Development, and affiliated companies.
- Completes bank reconciliations for all bank accounts.
- Maintains the petty cash account ensuring that all disbursements are done with proper invoice and/or receipts on a monthly basis.
- Prepares cash management reports.
- Posts and tracks intercompany accounting activity.
- Reviews, analyzes and reconciles intercompany accounts for accuracy and agreement with related and affiliated companies.
- Prepares manual invoices for inter-company billings of reimbursable costs. Tracks payments of inter-company billings.
- Assists Corporate Accounting Manager in the month-end closing procedures and account analysis.
- Maintains all accounting documents and records in a clear and easily accessible manner.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Prepares vouchers, invoices, checks, account statements, reports, and other records and reviews for accuracy.
- Reconciles report discrepancies and problems.
- Codes data for input to financial data processing system according to company procedures.
- Inputs and posts transactions related to invoices and check processing to the Dynamics accounting system. Cash related transactions are to be processed within one working day of the transaction.
- Processes all invoices and prepares checks for assigned entities in a timely manner.
- Posts invoices to the accounting system as received and coded. Prints and maintains aged payable reports with outstanding invoices on a company and project basis.
- Circulates and tracks invoices for proper review and approvals prior to invoice processing and check writing. Maintains paid/unpaid invoice files for related companies in a clear and easily accessible manner.
- Reviews current cash balances for appropriate accounts to ensure sufficient funds prior to checks printing. Notifies supervisor and related operations personnel as to discrepancies and shortfalls.

- Maintains vendor information files and tax (1099) related information for current vendors. Prepares and issues 1099 tax information returns to all applicable vendors in a timely manner at the end of the calendar year.
- Responds to vendor inquiries and researches as necessary.

Qualifications:

EDUCATION and/or EXPERIENCE

- Associate's Degree (AA) or equivalent from two-year college or technical school;
- OR six months to one year related experience and/or training;
- OR equivalent combination of education and experience.

OTHER SKILLS, ABILITIES, QUALIFICATIONS

- Perform detailed accounting office support work accurately.
- Ability to work under pressure and successfully meet deadlines.
- Proven interpersonal skills and ability to communicate both in writing and verbally to individuals and groups.
- Proficient in Word and spreadsheet software
- Ability to handle shifting and multiple priorities in a fast paced, growth environment.
- Experience working with diverse groups, i.e., staff, residents, outside contacts.
- Commitment to the companies' goals and philosophy.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have reliable automobile transportation, a valid California Driver's License and vehicle insurance.