



**Tempe Community
Action Agency**

Accounts Payable Specialist Job Description (Draft)

Purpose:

The AP Specialist is responsible for ensuring the agency's bills are accurately maintained and on time. The position provides financial and accounting support services for the administrative offices. The position handles a wide array of tasks, handles confidential information, is well organized, demonstrates strong data entry skills, shows exceptional attention to detail, and a personal passion to support to the organization's mission. The ideal candidate is skilled, self-driven, mature, and able to think critically and strategically.

Supervision Received and Exercised: Reports to the Director of Finance & Administration.

Essential Functions:

- Process accounts payable
 - Receive invoices and supporting documentation
 - Code and record vendor invoices and procurement transactions
 - Verify costs according to agreed-upon terms
 - Coordinate approval process of invoices, check requests, and payments
 - Schedule and prepare payments to vendors
 - Maintain records related to accounts payable
 - Assist in preparing reports of delinquent accounts and respond to customer/vendor inquiries as requested
- Conduct procurement for materials and supplies used by the agency.
- Prepare and reconcile employee credit card transactions.
- Maintain check inventory.
- Assist with preparing/submitted deposits.
- Assist with month-end closing. Prepare month end-closing entries for detailed reporting and research and resolve all payment problems.
- Serve as a liaison on A/P related questions as needed with other internal departments and external/vendor organizations.
- In collaboration with contract liaisons, establish and maintain relationships with vendors.
- Analyze processes to improve the payment process.
- Produce reports and account analyses.
- Support internal controls over accounting systems and records maintenance involved in the accounts payable function to ensure compliance with agency policy.
- Assist with special projects relating to the position, including but not limited to audit preparation, processing of annual 1099-MISC forms and 1096 for appropriate vendors, and tracking in-kind contributions.
- Assist with issue tracking and escalation process and manage problem resolution.
- Perform data entry in QuickBooks accounting system on the accrual basis in compliance with GAAP
 - Help ensure financial transactions are recorded timely and accurately.
- Recommend solutions to reduce expenses and maximize efficiency.
- Contribute to the development of department policies and procedures by documenting processes related to the position.



- Attend team and other position-related meetings.
- Other related duties as assigned.

Minimum Qualifications:

- Outstanding organizational and time management skills and demonstrated ability to meet deadlines in a fast-paced quickly ever-changing environment
- Able to multi-task, prioritize projects, and complete complex and highly detailed tasks with minimal supervision
- Excellent data entry skills and keen attention to detail.
- Experience with QuickBooks preferred. Proficient with Excel, Microsoft 365 (Teams and SharePoint)
- High level of personal integrity and credibility
- Excellent communication skills (both written and verbal) and ability to communicate with a variety of internal and external stakeholders
- Ability to translate financial terminology and concepts to (and to effectively collaborate with) programmatic and fundraising colleagues who do not necessarily have accounting expertise
- A successful track record in setting priorities; data analysis, organization and problem-solving skills which support and enable sound decision making

Education: HS Diploma/Equivalency required. Associate degree (or higher) preferred

Experience: Two or more years directly related experience handling finance records and office/administrative responsibilities, preferably in a nonprofit setting

License/Certifications: Possess an Arizona Driver's License, current auto insurance, and a vehicle to use for work activities. Level One Fingerprint Clearance.

Status: Full-time/Non-exempt

Schedule: full-time, nonexempt. Hybrid role.

Compensation: \$21 - \$24 per hour

Benefits: At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and perks for most positions include, but aren't limited to:

- 14 paid holidays annually
- Accrued vacation and sick time that increases with tenure
- Employee Assistance Program
- Simple IRA with company match
- Annual merit-based Increases after 9 months of employment
- Flexible work schedules and hybrid options for certain positions
- Paid time off to volunteer
- Reimbursement of background clearance costs for entry-level positions
- Mileage Reimbursement



TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. We consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

TCAA is an Equal Opportunity Employer