

ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE SPECIALIST

JOB PURPOSE

This position ensures accurate and timely audit, matching, and payment of vendors and suppliers in support of the daily operations of TVEPA and TVIF. This position posts receivable payments to the general ledger, reconciles payments, makes deposits, and performs bank reconciliations. There are general ledger reconciliations and journal entry preparation as applicable.

DUTIES AND RESPONSIBILITIES

Primary Functions:

- Audit, Enter, and Process invoices, bills, (and or contracts as approved) timely and accurately from suppliers / vendors performing a two / three way match as applicable which includes verification, matching PO / Receipt, audit, and validation of the expense, vendor and transaction.
- Audit, enter and post all required data into the financial ERP system and other spreadsheets or systems necessary for tracking and reporting which include all grant and regulatory support databases, files for reconciliation, and reimbursement requests of funds disbursed under various programs or projects.
- Enter payment for any online invoices, post to ERP systems as necessary and or other tracking spreadsheets or databases as applicable. .
- Track and plan payment projections due to vendors assigned based on open invoices weekly for check runs, Balance cash disbursements and accounts payable.
- Record and apply the correct use taxes applicable on invoices for remittance for accurate use tax return. Provide tax exempt status as applicable for any vendor that incorrectly charges sales tax.
- Make cash deposits daily for receipts and post receipts to the general ledger and reconciliations in excel as applicable.
- Generate customer refunds in both systems as applicable with necessary audit and support.
- Prepares multiple excel spread sheets for general ledger asset balancing, balance sheet and reconciliations, asset records, and other support documents as required.
- Prepare an AP summary monthly including check registers, void checks, and all significant transactions for support of monthly close and reconciliation.
- Prepares analyses, reports, and research as needed during internal and external audits; Must be available for external auditors at company's year-end.
- Scans and files account payable and accounts receivable invoices and other Accounting journals and documents. Prepares and mails checks.
- Physical Inventory support annually for the organizations will involve inventory preparation, counting, and entering and or posting of transactions.
- Processes year- end closing; Assists in preparing Form 1099's for vendors annually.
- Performs all other accounting duties as directed.

Secondary Functions:

- Emergency storm support.
- Perform any other duties assigned in order to fulfill the objectives of the Association.
- Attend meetings, workshops, and courses relating to own job responsibilities and to improve job-related skills as requested.

Functions performed by all TVEPA Employees: Keeps informed and complies with all TVEPA policies, procedures and rules. Participates in Job Safety and Training. Complies with all TVEPA policies, procedures and rules. Participates in Job Safety and Training. Complies with all TVEPA safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints and if unable to do so, refer them to the proper person. Always makes every effort to develop member's support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good working relationships and high morale, exchanges ideas, information and job experiences.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

INTERNAL REPORTING RELATIONSHIPS

- Reports to the Accounting Supervisor.
- Directs no employees.

EXTERNAL RELATIONSHIPS

Maintain good relationships in all contacts with the general public. Establishes effective working relationships, provides information, assistance, coordination, advice and other positive communication that best represents the business needs of the Association with the following:

- **Vendors:** Exchanges information about invoices and statements received.
- **General Public and Community:** Maintains good relationships in all contacts with the general public and community. Presents a friendly, positive and professional image for the Association.

JOB SPECIFICATIONS

- **Education and Accreditation (s):** High School diploma or more advanced course work. Post high school course work in accounting preferable.
- **Experience:** Two years' experience in utility accounting or general accounting functions with emphasis in accounts payable and or accounts receivable.
- **Knowledge:** Must have knowledge of bookkeeping and/or general accounting procedures. Must obtain knowledge of policies and procedures relating to duties of the position. Microsoft Excel and Word required; ability to use spreadsheets and basic formulas.

- **Abilities/Skills:** Communicate effectively, both orally and in writing. Perform essential functions that require frequent, prolonged viewing and use of computer monitor, keyboard and mouse for extended periods. Work accuracy and attention to detail are essential. Work well with others including employees from other departments such as servicemen, foremen, and other department heads. Must be confidential in all matters.
- **Equipment (including PPE/Safety):** Must be able to operate personal computers, calculators and other standard office equipment in the completion of duties.
- **Physical Demands:** Must be able to perform the activities listed in the position description. A majority of these activities are typically performed seated at a desk.
- **Work Environment:** Office; some irregular hours, weekends and holidays may be required.

This position is a non-exempt position under the provisions of the Fair Labor Standards Act in relation to wage and hour regulations