

Accounts Payable Specialist

INCUMBENT: TBD
REPORTS TO: Accounting and Payroll Specialist
LOCATION: Bowling Green, KY
STATUS: Full-time, Salary Non-Exempt
DATE: June 2022



TO APPLY

Please email a resume, three references, and a cover letter explaining why you believe you would be a good fit for this position to HR@connectednation.org. Compensation is approximately \$38,000 annually, commensurate with experience and qualifications. Connected Nation is an equal opportunity employer.

DESCRIPTION

The Accounts Payable Specialist is responsible for general accounting functions at Connected Nation. This position will perform data entry of vendor invoices and expense reports, initiate cash disbursements, assist with 1099 preparation, and maintain detailed accounting records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Code and process invoices and company credit card purchases in accordance with company policy on documentation.
- Review all expense reports, ascertain correct account distribution and verify all supporting documentation is accurate and in order.
- Prepare and distribute vendor checks weekly or as needed in unusual circumstances.
- Assist in providing vendors with timely, courteous, and informative answers to their inquiries.
- Assist with communications with employees and vendors to facilitate timely payment and accurate investigation of problems.
- Maintain detailed and accurate accounting records.
- Assist in the preparation of annual financial audits.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE

- Minimum of three years experience in accounts payable or upper-class student currently pursuing a Bachelor's or Master's degree in Accounting or Finance.
- Proficiency with Microsoft® Office Suite applications.

QUALIFICATIONS

- Strong attention to detail, establishing priorities and meeting deadlines.
- Strong interpersonal and communication skills (written and verbal) to effectively communicate with individuals from diverse backgrounds.
- Be a well-organized and self-directed individual who is a team player.

- Possess strong computer skills, including a thorough knowledge of Microsoft® Excel, Outlook, PowerPoint, and Word.
- Possess an understanding of the professional atmosphere.
- Ability to multi-task and function in a team environment.
- Complete assigned tasks in a timely and effective manner.
- Must be able to communicate effectively with all levels of staff.
- Strong work ethic and unquestioned personal and professional integrity
- Valid state driver's license.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and equipment in the office.
- Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.