

We're Hiring: Accounting Specialist - Payables

Hiring Range:

\$42,508-\$47,609

Salary will commensurate
with experience.

For a full list of essential
functions, knowledge, skills
and abilities, please go to
ridetherapid.org

Application Deadline:

Position will remain
opened until filled

How to Apply:

Submit resume to
recruiting@ridetherapid.org
OR apply online at
ridetherapid.org/jobs

*THE RAPID IS AN EEO EMPLOYER:
WOMEN, MINORITIES, AND VETERANS
ARE ENCOURAGED TO APPLY*



Position Summary:

The Accounts Specialist (Payables) manages the work necessary to ensure accounts payable invoices are processed in a timely and efficient manner while following company controls and policies. Communication with outside vendors as well as internal staff to resolve issues surrounding payment and nonpayment of invoices. Collection and reconciliation of fare revenue by cash and e-fare. Develop, maintain entry of ticket sales database.

Essential Functions:

- Manage the processing of vendor invoices, employee expenses, and corporate credit cards by ensuring that proper documentation has been provided and approvals are obtained.
- Prepare weekly vendor batches for departmental approval and distribution.
- Maintain the Accounts Payable inbox daily to ensure that all invoices, credit memos, and AP inquiries are properly addressed.
- Reconcile and research vendor statements.
- Work independently to resolve discrepancies and follow up with internal staff, vendors, or suppliers in a timely manner with any concerns.
- Reconciliation of all assigned accounts on monthly basis to ensure timely month end close.
- Manages and reconciles monthly fare revenue; reconciling software reports to bank statements.
- Prepared analysis of accounts, as required.
- Prepare, issue and file 1099s in compliance with the IRS regulations.
- Assist with the annual audit preparations as required.
- Ensure company policies, processes, and procedures are updated and documented.
- Supports other functions in the department as needed.
- Perform other duties as assigned.

Skills & Abilities:

- **Education:** Bachelor's degree in accounting, finance, or related field or equivalent experience.
- **Experience:** Three (3) to five (5) years of related experience and/or training or equivalent combination of education and experience. Government accounting or public transit preferred.
- **Computer Skills:** Computer skills to include Microsoft Office Suite and various proprietary software as required. Knowledge of Lotus for Windows & Microsoft Word is preferred.