



Accounting Specialist - Payables

Department: Finance
FLSA Status: Non-Exempt
Work Schedule: 1st shift
Positions Supervised: None

Job Status: Full Time
Reports To: Finance Manager
Amount of Travel Required: None
Revised; 11/2021

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

- 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
- Manage and complete all vendor invoices, employee expenses, and corporate credit cards, ensure 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
- Ensure company policies, processes, and procedures are updated and documented
- Supports other functions in the department as needed

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Takes personal responsibility for the quality and timeliness of the work performed. Achieves results with little oversight.
- Communications - Ability to communicate effectively with others both orally and in writing.
- Customer Service - Ability to take care of the customers' needs while following company procedures.
- Ethics & Integrity - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Reliability - Prompt and dependable. At work as scheduled. Plans ahead and communicates scheduling concerns to leadership.
- Accuracy - Ability to perform work accurately and thoroughly.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Financial Aptitude - Ability to understand and explain economic and accounting information.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

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.

PHYSICAL DEMANDS

Must frequently lift or move up to 30 pounds for movement of boxes, files or other items. May also include frequent bending, stooping, squatting, pushing and pulling. Regularly required to sit for extended periods. The employee is frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools or objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee is required to perform job duties in accordance with existing health and safety procedures and policies.

Employee Signature: _____ Date: _____

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.