



Ministry Description

Title: Accounts Payable Specialist

Department: Finance

Reports to: Treasury Director

Schedule: Regular, full-time

FLSA: Non-exempt

Ministry Function:

The Accounts Payable Specialist supports the ministry of Convoy of Hope by accurately recording and expediently processing payment for all invoices. This position has the primary daily responsibility of Accounts Payable operations as outlined by the Treasury Director.

Essential Duties and Responsibilities:

1. Assist with all aspects of the accounts payable process.
2. Review invoices, reimbursements, expense reports, and capital requests for correct coding and calculations, supporting documentation, and appropriate approval and authorization.
3. Perform accounts payable related data entry into FinancialForce.
4. Assist in the check disbursement process by matching checks with invoices and overseeing the mailing of checks with proper remittance advices.
5. Perform Finance related filing to include, but not limited to, paid invoices, employee expense reports, AMEX reports, and other AP related files.
6. Maintain vendor files in FinancialForce and ensure that all related vendor documents are electronically captured in the vendor profile. Oversee the timely acquisition and retention of supporting W-9 forms, W-8Ben forms, contracts, agreements, and other documents as required.
7. Assist with end of year 1099 reporting.
8. Assist with year-end audit support duties (pulling documents, copying, filing, etc.).
9. Communicate with vendors and employees related to outstanding invoices, reports, questions, and inquiries.
10. Assist in the completion and submission of credit applications to prospective vendors.
11. Set-up filings, records, binders, and labels for the Finance team on an annual basis and as needed.
12. Perform other Finance projects and job-related duties as assigned and/or needed.

Required Knowledge, Skills, and Abilities:

1. High school diploma or equivalent required
2. Two years accounts payable or similar data entry experience.
3. Ability to key data quickly and accurately with attention to detail.
4. Strong communication skills to be able to follow-up with Convoy of Hope personnel at all levels to bring timely resolution to outstanding AP and coding related questions.
5. Strong organization skills with the ability to multitask and efficiently complete each project.
6. Positively contribute to team projects and cooperate with team members.
7. Experience with Microsoft Office programs.
8. Maintain a positive attitude at all times.
9. Basic grammar, punctuation, and arithmetic skills
10. Accurately follow verbal directions and written processes.
11. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
12. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.

13. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

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