



## MINISTRY DESCRIPTION

**Title:** Accounts Payable Payments Specialist  
**Department:** Finance  
**Reports to:** Finance Director

**Schedule:** Regular, full-time  
**FLSA:** Non-exempt

### Ministry Function:

The Accounts Payable (AP) Payments 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 Finance Director.

### Essential Duties & Responsibilities:

1. Overall review invoices, reimbursements, expense reports, and capital requests for correct coding and calculations, supporting documentation, and appropriate approval and authorization.
2. Review documents submitted to Accounts Payable for compliance to expense policies and follow up as needed.
3. Perform accounts payable related data entry into FinancialForce.
4. Ensure all invoices that have been received are processed and ran according to weekly deadlines.
5. Perform check disbursement process by matching checks with invoices, to include mailing of checks with proper remittance advices.
6. Consistent monitoring of Accounts Payable email inbox with timely response to inquiries and/or requests.
7. Responsible for detailed review and timely data entry of Transportation reports to ensure accuracy, compliance, and completeness; follow up with Transportation department to resolve issues as needed.
8. Perform Finance-related filing to include, but not limited to, paid invoices, employee expense reports, AMEX reports, and other AP related files on an ongoing basis to meet end of week filing deadline.
9. Maintain electronic vendor files in FinancialForce to include all paid invoices and ensure that all related vendor documents are electronically captured in the vendor profile. Responsible for the timely acquisition and retention of supporting W-9 forms, W-8Ben forms, contracts, agreements, OFAC checks, IRS TIN Match, and other documents as required.
10. Communicate with vendors and employees related to outstanding invoices, reports, questions, and inquiries
11. Assist AP Compliance Specialist on a consistent basis to ensure all employee reimbursement and credit card reports that have been received are reviewed and processed according to weekly and monthly deadlines.
  - a. Review all reimbursement requests submitted to Accounts Payable for compliance to expense policies within the same week of receiving the report; follow up with employee(s) to resolve issues as needed.
  - b. Responsible for detailed review of all monthly credit card reports to ensure accuracy, compliance, and completeness; follow up with employee(s) in the same month that the report is received to resolve issues as needed.

- c. Responsible for detailed review of cash advance reports to ensure accuracy, compliance, and completeness; follow up with employee to resolve issues as needed.
- d. Create expense reports and assist in reporting process for other departments as assigned by the Director of Finance.

**Other Duties & Responsibilities:**

1. Assist with end of year 1099 reporting.
2. Assist with year-end audit support duties (pulling documents, copying, filing, etc.).
3. Act as backup in the completion and submission of credit applications to prospective vendors.
4. Perform other Finance projects and job-related duties as assigned and/or needed.

**Required Knowledge, Skills & Abilities:**

1. High school diploma or equivalent required.
2. 2+ years accounts payable or similar data entry experience required.
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. Maintains a professional and positive working relationship with vendors, volunteers, donors, and fellow staff
9. Regular and predictable attendance and arriving to work on time is an essential requirement
10. Maintain a positive attitude at all times.
11. Basic grammar, punctuation, and arithmetic skills
12. Accurately follow verbal directions and written processes.
13. 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.
14. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
15. 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.

Created: 8/31/2007

Revised: 10/9/14

Revised: 10/6/16

Revised: 10/3/18

Revised: 6/5/19