



Houston Area Women's Center

Houston Area Women's Center
Ending Domestic and Sexual Violence

Accounts Payable Assistant

Department: Accounting
FLSA Status: Non-Exempt
Work Schedule: Mondays-Fridays
8–5 or 9-6

Job Status: Full-Time
Reports To: Mgr of Accounting

POSITION SUMMARY

Compile, compute, and process all Accounts Payable invoices. Research and resolve all discrepancies with vendors. Run AP Aging reports monthly. Maintain vendor files. Assist with the preparation and reconciliation of grant billings. Provide daily cash balance reports. Perform any combination of routine calculating, posting financial transactions and verifying duties to obtain primary financial data for use in maintaining accurate accounting records.

DUTIES AND RESPONSIBILITIES

- Calculate, prepare, and issue checks for bills, invoices and statements, etc. Ensure the receipt of new vendor forms, W-9 forms and the issuance of 1099 forms according to established procedures.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper account codes. Prepare coding for all routine billings such as utilities, dumpsters, telephone, cable, internet, etc. according to company procedures for approval by the Manager of Accounting.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using current accounting software.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Comply with federal, state, and company policies, procedures, and regulations.
- Reconcile, note and report discrepancies found in records.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Run AP aging reports monthly; and, analyze and report inconsistencies.
- Maintain all vendor files.
- Provide assistance to the Grant Accountant in the preparation and reconciliation of grant billings.
- Provide daily cash balance report as instructed by the CFO.
- Perform general office duties such as filing, ordering office supplies and handling routine correspondence as instructed by supervisors and provide general clerical assistance to accounting staff as needed.
- Compile statistical, financial reports and worksheets as required.
- Act as back-up for general Cash Receipts duties.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education: Associate degree in business with emphasis in Accounting, preferred or (3) equivalent years of experience with college courses in accounting preferred.

Experience: Minimum of 2 years' experience in an Accounts Payable position in a high volume, fast paced environment. Non-profit accounting experience is a plus.

Computer Skills: Proven proficiency in Microsoft Office specifically Excel, Outlook and Word. Experience in the use of the Sage MIP accounting system is preferred.

Certificates & Licenses: None required

Competencies

- Accountability - Ability to accept responsibility and account for his/her actions. Works independently and within a team environment.
- Accuracy - Ability to perform work thoroughly with emphasis on accuracy and timeliness.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Flexibility in schedule is needed for staff coverage, client issues, trainings, etc.
- Understanding of issues related to residential programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of clients' information as well as shelter location for the safety of clients and staff.
- Critical thinking skills are also needed to perform duties.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.

Other Requirements:

- 1) Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- 2) Must complete Houston Area Women’s Center’s Crisis Intervention training.
- 3) Awareness of the importance of volunteerism and its contribution to social service agencies.

PHYSICAL DEMANDS

- 1) Ability to sit for extended periods of time is required. Employee may also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- 2) Job incumbent must be able to lift/carry and/or push/pull up to 20 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's administration location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women’s Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW:

This job description 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 agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Employee Signature: _____ Date: _____

