

## Accounts Payable Specialist

### Provincial Offices – Tustin, CA

This position will work under the Business Manager to support the administrative functions for the department. For the finance department, the position will support with accounts payables, processing all payments, vendor management, and proper recording of transactions. It will also coordinate the administrative records for auto fleet, logistics. Finally, the position will also support the database entry coordination for advancement and development across the region.

This position reports to: The Regional Business Manager

Status: Part-time/hourly/non-exempt

#### JOB DESCRIPTION

- Review all invoices for appropriate documentation and approval prior to payment.
- Accurately code and record invoices in the system.
- Prioritize invoices according to cash discount potential and payment terms
- Prepare and process check requests
- Audit and process credit card bills
- Match invoices to checks, obtain all approvals and signatures for checks and distribute checks accordingly
- Maintain files and documentation thoroughly and accurately, in accordance with company policy
- 1099 Maintenance – including vendor set up and W9 forms
- Respond to all vendor inquiries, reconcile vendor statements, research and correct discrepancies
- Maintain company vehicle files and ensure all necessary repair jobs are followed through
- Verify, review and record transactions in the system
- Perform other task and projects assigned by Business Manager and/or Administrator

#### QUALIFICATIONS & SKILLS

- Knowledge of bookkeeping (AP) practices and principles
- Knowledge and experience in computer operations and Quickbooks.
- Skill in maintaining and reconciling accounting and financial records
- Pro-active, analytical skills
- Attention to details and accuracy.
- Ability to maintain a high level of confidentiality.
- Ability to maintain a good working relationship with others.
- Ability to function in a changing environment.
- Ability to establish and rearrange priorities.
- Exceptional ability to communicate, both verbally and written, effectively with guests, vendors and co-workers.
- Experience or ability to quickly become proficient in Microsoft Office, and various computer

programs.

- Ability to identify and resolve problems in a timely manner; develop alternative solutions; and use reason even when dealing with emotional topics.

Compensation based on qualifications and experience. Submit cover letter with salary requirements and resume to the HR Department, Province of the Pacific, Order of the Company of Mary – Our Lady. 16791 East Main Street, Tustin, CA 92780 or email [ODNHR@odnusa.org](mailto:ODNHR@odnusa.org). Open until filled.