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| **Job Title** | *Accounts Payable/Receivable Specialist* |
| **Department** | *Homeless Prevention Program*  |
| **Reports to** | *Associate Finance Director* |
| **Location** | *Washington, DC* |
| **Position Type** | *Regular, Full-time* |
| **Exemption Status** | *Non-Exempt*  |
| **EEO Classification** | *5700* |
| **Date** | *February 2022* |

**General Summary**

The Accounts Payable/Receivable Specialist is part of a team supporting a Rapid Rehousing for Families Program (FRSP) that provides short-term rental assistance to families at risk of homelessness. The Accounts Payable/Receivable Specialist works under direct supervision of the Associate Finance Director and performs a myriad of clerical and administrative functions related to vendor management including rental payment processing, client rental contributions, rental payment information validation, account reconciliation, monitoring bank balances and producing appropriate financial reports. The incumbent is expected to be responsive to client and vendor communication and promote a professional office environment.

**Essential Duties and Responsibilities**

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Validates landlords and other vendors status, billing, and contact information.
* Reviews financial documents and records for accuracy.
* Properly codes and enters payment information into a system designated by Greater Washington Urban League.
* Monitors and reports on unpaid rental payments, client rental payment contributions or any applicable rental payments adjustments by utilizing a designated system.
* Pays bills upon funds availability (cut checks/on-line bill pay).
* Monitors and reconciles prompt payment of submitted rental payments.
* Monitors program bank balances and completes bank reconciliations.
* Answers telephones, directs calls, takes messages, responds to voice messages and replies to emails.
* Opens, sorts, and routes incoming mail.
* Orders supplies upon request.
* Prepare, timely and accurate billing invoices for assigned Government grants. Subsequently submit reviewed/approved invoices to customers/grantors.
* Issues customer invoices and collects on past due customer balances.

**Qualifications**

* Must have an Associates Degree or equivalent;
* Must have a minimum of 5 years’ experience in related field;
* Must be authorized to work in the U.S.;
* Must successfully complete a criminal background investigation;
* Knowledge of accounting principles;
* Experience with general ledger, accounts payable, and accounts receivable;
* Knowledge of Microsoft Office Suite;
* Ability to multitask at a high level; and
* Skilled in oral and written communication.
* Quickbooks experience preferred.

**Working Conditions**

While performing the duties of this job, the employee works regularly in an office setting.

**Physical Requirements**

While performing the duties of this job, the employee will frequently sit, stand, walk and reach. May need to lift files or packages periodically.

**Other Duties**

This job description is intended to describe the general nature and work performed by employees, but is not a complete list of activities, duties or responsibilities required of personnel. Furthermore, other duties, responsibilities and activities may change or be assigned at the discretion of the employer.

**Direct Reports**

None

**Signature**

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Approved By:** |  |
| **Date Approved:** |  |
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