



workforce
SOUTHWEST WASHINGTON

Accounts Payable Specialist Job Description

Workforce Southwest Washington (WSW) considers diversity, equity, and inclusion to be among our core values. We are committed to providing and promoting a diverse and inclusive environment for all, giving each person the opportunity to succeed professionally. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. WSW considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organization. All staff hired at WSW are encouraged to embrace, continually support, and enhance social equity within our organization and in our community.

Position Overview

The Accounts Payable Specialist is responsible for managing day-to-day financial operations using Abila MIP Fund Accounting software for Accounts Payable and Cash Disbursements, handling accounting and related system reports while reviewing for accuracy and completeness to include auditing master records and transactional data. The Accounts Payable Specialist will critically review and analyze transactional data to make sure that entries and balances are correct assuring that information complies with professional and regulatory standards. Lastly, like all members of our team, the Accounts Payable Specialist will embody continuous improvement and has an instinct for identifying ways to improve all aspects of our work and making that happen directly and through the teamwork of others. This position will report to the Chief Financial Officer.

Essential Functions

1. Monitors cash flow to ensure adequate and appropriate grant funding is available to fund expenditures.
2. Determine proper coding for and record various classes of transactions in accordance with GAAP, applicable laws, regulations, and organization policies.
3. Maintain vendor records.
4. Ensure on-time payment of invoices by check, direct deposit, and electronic funds transfer.
5. May produce financial reports for internal and external users.
6. Support monthly and quarterly review of ledger reconciliations to ensure accuracy and quality is maintained.
7. May assist with subrecipient monitoring in accordance with grant requirements and regulations.
8. Assist with the research of various accounting issues; resolve accounting/reporting issues to ensure proper accounting standards and best practices are applied.
9. Responsible for performing various accounting functions as assigned to support the team in accordance with internal controls, procedures, and policies of the accounting department.

10. Assist in communicating with management and other departments regarding accounting treatments and justifications.
11. Ask “how might we improve?” and dive into how accounting processes are run with ongoing focus on process improvement.
12. Passionate about WSW’s vision, mission, and values.

Knowledge and Skills-Required

1. Experience in Microsoft Office
2. Demonstrated knowledge of Generally Accepted Accounting Principles.
3. Must have the ability to maintain high level of accuracy, maintain confidentiality, pay close attention to detail, and effectively communicate both verbally and in writing.
4. Must be able to excel in a deadline-oriented environment and demonstrate a high level of competence in organizing and prioritizing multiple work assignments.
5. Experience working with accounting software and how computerized systems aid in compiling, maintaining, and using accounting information.
6. Self-motivated, with a strong desire for continuous learning and ability to drive process improvement.
7. Communication skills and abilities essential for building relationships with other team members both within and outside of the accounting department.

Knowledge and Skills – Preferred

1. Experience with government and/or non-profit fund accounting.
2. Some accounting related education (college level, technical school, high school) or professional work that demonstrates transferrable skills*.

*Transferable skills are any skills gained through education, work experience (including the military) or life experience that are relevant for this position.

Additional Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Pass a background check.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm, however, occasional evening and/or weekend assignments may occur.

Work Environment

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington. During the COVID pandemic, WSW staff are working a hybrid

model with 2 days a week in the office and the other 3 from home. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is a non-exempt position. Starting hourly rate of \$22.20 to \$24.60 with a comprehensive benefits package, paid time off, professional development opportunities, and domestic partner coverage. Starting hourly rate will be negotiated based on knowledge and experience.

APPLICATION INSTRUCTIONS

Send inquiries and all application requirements identified on the below checklist, ATTN: Amy Gimlin at info@workforcesw.org. No phone calls or drop-in visits, please.

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

Accounts Payable Specialist Application Checklist

Please address the following in your application submission to Workforce Southwest Washington. All elements must be included to be considered for the position.

- Resume and cover letter addressing the following between the two documents:
 - Name, phone number, and email address
 - Demonstrated ability to perform the essential functions and requirements of the position
 - A minimum of most recent 2 years of work history
 - Your specific commitment to Diversity, Equity and Inclusion as it pertains to your work experience