

EMPLOYEE:	JOB TITLE: Accounts Payable Specialist	REPORTS TO: Accounts Payable Manager
PROPERTY:	EFFECTIVE DATE:	STATUS: NON-EXEMPT

GENERAL DESCRIPTION-ESSENTIAL FUNCTIONS (KEY JOB RESPONSIBILITIES AND ACTIVITIES)

Reporting directly to the Accounts Payable Manager, the AP/Payroll Specialist will assist with the day-to-day process of Accounts Payable. Responsible for the assigned accounts payables in all aspects through the following:

- Handle all bill payment aspects of the projects managed by TRILLIUM.
 - Review the bills received for reasonableness, proper approval, and coding.
 - Compare quotes/contracts/bids to vendor invoices and obtain approval for discrepancies.
 - Pay outstanding bills and set up the recurring bills in the system.
 - Enter invoice data and description in the system
- Verify the cash balance and each project is sufficient to cover the outstanding bills
- Reconcile vendor statements to ledgers
- Setup vendors and new bank accounts in the system
- File paid invoices and related check registers
- Assist in completion of credit applications to vendors
- Interact with site staff, vendors and others in the organization in order to assure timely bill processing and respond to inquiries about paid and/or bills
- Create positive interaction with site personnel and vendors via phone and emails
- Process 1099 forms for vendors
- Assist end of year audit

WORK/EDUCATION EXPERIENCE REQUIREMENTS (REQUIRED EXPERIENCE, EDUCATION AND TRAINING)

- Be efficient and detail oriented.
- Minimum 5 years related experience and/or training preferably in accounting, payroll and human resources or equivalent combination of experience and education.

Minimum Qualifications

- Advanced computer skills with emphasis on all Microsoft Office Suite and Excel programs.
- Sound knowledge of accounting principles, rules, regulations, policies, and best practices.
- Experience in California employment law pertaining to payroll.
- Demonstrated problem solving; adaptability, organization, interpersonal and communication, both verbal and written.

Job Requirements

- Adapt to a fast-paced working environment with multiple deadlines.
- Maintain and improve professional skills and knowledge.
- Work independently and as a team member.
- Be flexible and receptive to suggestions, input and change.
- Communicate effectively and tactfully in both oral and written forms.

Physical Requirements

- Candidate must be able to lift up to 25-30 pounds.
- Ability to move within the office environment and ability to climb stairs.
- Ability to write by hand and use a keyboard to perform general office functions.
- Ability to communicate continuously by speech and hearing.
- Visual acuity (close, distant, peripheral vision, and the ability to adjust focus and view accurate color perception and



objects at near distances) needed for detail work and computer use.
· Ability to sit for extended periods of time.

PERFORMANCE MEASURES (KEY DELIVERABLES AND EXPECTED RESULTS)

- Process payroll without error semi monthly.
- Ensure all AP is current and timely.
- Elevate issues appropriately.
- Professional and friendly interactions with staff.

Limitations & Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. This job description is subject to change at management’s discretion and is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE:
HUMAN RESOURCES SIGNATURE:	DATE:

Physical Job Requirements – AP/Payroll Specialist

Essential Activities – Please check those activities that are essential functions of the position (the core purpose of the position):

1. Body Movements

- Lifting weight 0 - 40 lbs
- Lifting frequency Occasional
- Bending/pushing Occasional
- Reaching overhead Occasional
- Pulling loads Occasional
- Kneeling Occasional
- Climbing step ladders Occasional
- Climbing stairs Occasional
- Wrist torquing Occasional
- Gripping Occasional
- Driving Hours at a time: _____ Total Hours: _____

2. Repetitive Hand Motion

- Keyboarding/typing Frequently
- Gripping/clicking mouse Frequently
- Collating Frequently
- Stapling Frequently
- Telephone Frequently

3. Visual and Auditory Acuity

- Accurate color perception
- Accurate depth perception
- Ability to hear emergency communications over telephone

4. Physical Hazards

- Ladder >10 ft Elevated work surfaces Confined spaces
- Paint/lacquer Electrical <120 V Electrical 120–600 V
- Pressure and vacuum

EMPLOYEE SIGNATURE:	DATE:
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