

Job Description

Job Title: AP/PR Specialist
Reports to: CFO or designee
Department: Finance
FLSA Status: Non-Exempt
Status: Full Time
Location: Corporate

Summary: AP/PR Specialist to work in a non-profit organization which derives revenue from primarily grants and sponsorships.

We consider HUF the southern outpost of Ellis Island. Welcoming newcomers to our country and guiding them on their often difficult, but always a hopeful, life-long process of learning of what it means to be an American is at the heart of our work.

Responsible for processing payroll cycle, accounts payable cycle, cash receipts, and clerical support for Finance that includes by performing the following duties.

Overview Functions:

Reviews and validates invoices/ timesheets, processes for payment, and discrepancy resolution.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Processes payroll on a biweekly basis for 150-200 employees including collection and verification of timesheets.
- Acts as point of deposit in finance department for staff to give PO & Timesheet requests. Ensures all proper signatures, coding and backup are provided on PO/AP/ PR file.
- Support to verify benefits billings, employee's deductions, and GL vs grant-billings are accurate.
- Maintains vendor files, both in accounting software and filing system: both paper and electronic, to include copies of W-9s, issuing 1099,
- Processes ap/ check run and inputs POs into software system accurate posting. Prints check and/or ACH/Credit Card reconciliations for payments.
- Acts as agency-liaison between vendors to investigate discrepancies and/or open items, vendor statement reconciliation, vendor maintenance in software system to ensure all appropriate addresses, etc.
- Assures paperless e-filing to comply with agency's policies and funding requirements.
- Verifies POs have all appropriate information & documentation before processing into system.
- Reconciles Credit Card activity on a bi-weekly basis with program staff assigned cards.

- Ensures back up matched POs, appropriate authorized signers on POs, original invoices are processed, no payments from statements or past due balances total, and double checks for duplicate payments. Maintains contractual agreement files for contractual services, with appropriate tax identification numbers. Ensures appropriate AP procedures are followed i.e.: descriptions posted / classifications / 2nd live signatures, appropriate authorizations and coding, etc.
- Makes copies/scans of all check payments and secures backup supports PO/ Check Requests.
- Files all completed A/P, AP, HR transactions correctly within set deadlines and in designated areas with strict confidentiality.
- Prepares and processes annual 1099 tax filings to vendor and related forms to the IRS.
- Assists Finance staff in preparing reimbursements packages for all expenses processed within set deadlines. This includes, but is not limited to, scanning, copying, and organizing backup for both AP & PR as instructed.
- Prepares agency deposits as assigned on an on-going basis.
- Acts as a backup for other finance department staff, as needed.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Accountability - Demonstrates a sense of ownership and responsibility in successfully delivering results.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Conserves organizational resources.

Government – Understands government funds, contracts and grant processes. Diversified experience with multiple funding allocation and governmental regulatory mandates, including but not limited to Federal, State, and Local.

Legal Compliance - Demonstrates knowledge of local, state and federal laws and regulations pertaining to accounting practices.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness.

Team Work - Balances team and individual responsibilities.

Written Communication - Writes clearly and informatively; Presents numerical data effectively

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School graduate with a minimum of three (3) years of finance, accounting or related experience.

Language Ability:

Bi-lingual (Not Required); Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have a working knowledge of word processing software; advanced excel spreadsheet functions; and financial/ accounting software packages.

Certificates and Licenses:

None required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. In-office shared space.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to stand and walk, use hands to finger, handle, or feel objects or controls and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Do not lift anything beyond your capabilities—ask maintenance for help.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature: _____ Date: _____