

# Maui Economic Opportunity, Inc.

## Job Description

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**Job Title:** Accounts Payable Specialist  
**Department:** Fiscal  
**Reports To:** Assistant Fiscal Officer  
**FLSA Status:** Nonexempt  
**Prepared Date:** October 2013  
**Updated:** July 2022  
**Pay Grade:** S10

### **SUMMARY:**

Perform all duties related to purchasing, petty cash, and other related duties. Process and monitor payments and expenditures to ensure that finances are accurate and up to date, that bills are paid in a timely and appropriate manner and that vendors and suppliers are paid within established time limits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform the day to day processing of accounts payable transactions to ensure that finances are maintained in an effective, up to date and accurate manner.
- Receive and verify invoices and requisitions for goods and services.
- Verify and proof all computations on vendor invoices and prorate charges to appropriate programs.
- Gather and assemble material and data required by programs for data entry.
- Process backup reports after data entry.
- Issue payment checks based on authorized documents.
- List all vendor checks on the log.
- File invoices in accordance with fiscal requirements.
- Maintain updated vendor files.
- Provide and maintain a high level of service ensuring that staff and client's needs are met.
- Understand and follow all safety policies and procedures.
- Regular attendance.

### **NONESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Act as a back-up courier for daily errands.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **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.

- Working knowledge of accounts payable, and maintaining general ledgers.
- General knowledge of accounting principles.
- Working knowledge of computerized accounting systems.
- Working Knowledge of 10 key.

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- General understanding of funding agency procedures and guidelines and federal purchasing procedures.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, tasks and detail oriented.
- Ability to manage many projects at a given time and meet deadlines and prioritize workload.
- Basic typing skills and the ability to use standard office machines.
- Working knowledge of computer applications to include, Word and Excel and data entry.
- Ability to work varied shifts, which may occasionally include nights and weekends.

### **EDUCATION and/or EXPERIENCE:**

- Associate's degree from two-year College or technical school, or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

- Ability to read and interpret documents such as grant regulations and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one situations to other employees of the organization.

### **MATHEMATICAL SKILLS:**

- 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 percentages.

### **REASONING ABILITY:**

- Ability to apply sound judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to handle and keep composure in situations where employees, clients may become hostile and demanding.
- Performs well under pressure.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- May require a valid driver's license and access to an insured vehicle.

### **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 stand; walk; sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to reach with hands and arms.

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- Regularly lifts and/or moves up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **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. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- The noise level in the work environment is usually moderate.