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**Accounts Payable Specialist**

**PART TIME HOURLY**

**Reports to:** Controllers

**SUMMARY**

The Accounts Payable position is responsible for processing invoices and issuing payments for Horizon Convention Center (HCC), Muncie-Delaware County Chamber of Commerce (COC/EDA), and Delaware Advancement Corporation (DAC/EDA). A number of related tasks are included in this function, including processing all expense reports, managing all credit card accounts, overseeing staffs’ cell phone distribution, developing and maintaining the vendor files/relationship and completing deposits for each of the three divisions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Review and verify invoices and check requests
* Sort, code and match invoices to purchase orders following Delegation of Authority Guidelines
* Prepare invoices for payment / work with staff to receive all proper documentation
* Research and resolve invoice discrepancies and issues
* Prepare and cut checks - once a week at minimum
* Reconcile accounts payable transactions
* Keep cell phone information and serve as contact person with cell phone companies
* Keep all Credit Card information for HCC and COC/ED. Pay credit cards on time with full supporting receipts and purchase orders attached. Stay current on expiration dates or any other account changes as needed for each credit card carrier
* Monitor accounts to ensure payments are up to date and appropriately divided for payment by and between each division
* Track employee expenses and process expense reports
* Maintain vendor files and contracts
* Correspond with vendors and respond to inquiries; pursue discounts and promotions with vendors if available
* Complete credit applications with vendors as needed
* Procure W9’s for all new vendors and set them up in Accounts Payable modules
* Post transactions to journals, ledgers and other records
* Produce monthly reports
* Assist Controllers with month-end closing
* Provide supporting documentation for annual audits
* Annually prepare all 1099’s and business tangible personal property tax forms
* Cover at Front Desk for breaks when needed; retrieve and distribute mail from P.O. when needed
* Other duties as assigned
* After 90 days,
  + Handle cash receipts and make deposits at 6 different banks in town
  + Manage cash station bags and change bags for HCC events with sales of food, concessions, liquor, beer or wine

**QUALIFICATIONS**

* Be a team player and lead by example
* Multi-task and do so in a timely manner
* Be self-motivated with successful time management skills
* Display excellent organizational skills and efficient filing (electronic and paper) skills
* Be able to meet continual deadlines
* Be detailed and accurate
* Maintain confidentiality at all levels
* Exercise good judgment – know objectives of DAC, HCC, COC to make better, more sound decisions
* Exercise problem solving for a variety of tasks
* Must possess current driver’s license and reliable transportation

**EDUCATION AND/OR EXPERIENCE**

* High School Education or GED
* Two years or more of accounts payable experience

**COMPUTER SKILLS**

* Microsoft Office; Proficient in Excel, in particular
* Understanding and work with financial management software

**MATHMATICAL SKILLS**

Use basic math, handle money and apply concepts of basic accounting.

**LANGUAGE SKILLS**

* Must possess ability to read and interpret documents, invoices and expense reports
* Must possess ability to speak effectively to teammates

**PHYSICAL DEMANDS**

Job requires walking, standing, and working at a computer station

**WORK ENVIRONMENT**

The majority of this job takes place in an office environment; however, a portion of this position’s responsibility will be delivering documents to the bank and receiving documents and cash from the bank.