

I, \_\_\_\_\_, certify that I have read and understand the Qualifications and Functions of this Position Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position Description  
Choanoke Area Development Association, Inc.

Position:	Payable Accountant	Date:	June 2020
Overtime Status:	Non-Exempt	Grade:	3
Salary Range:			
Site Location:	Administrative Office Rich Square		
Department:	Administration		
Reports To:	Finance Director		

**Qualifications:**

High School graduate or equivalent in experience with automated Accounts Payable. Must pass criminal record check and be bondable. Must be able to comprehend and follow program guidelines. Experience with Data Entry, Microsoft Office and Windows Software. Ability to use Office Technology skills, computerized accounting functions and reporting, and be able to work on various projects at one time. Ability to communicate positively with vendors and clients.

**Basic Function:**

General Accounts Payable bookkeeping supported by the Finance Director.

**Specific Functions:**

1. Prepare all invoices for payment, obtain proper approvals and input into the GMS Accounting System.
2. Assist staff with data entry, mailing, invoices and purchase orders.
3. Maintain updated files for vendors and tax related vendor reporting.
4. Assist employees with getting bills paid in a timely manner.
5. Track monthly invoices for group insurances, keep updated information, and be familiar with insurance coverage information.
6. Responsible for furnishing vendor information to appropriate parties as necessary.
7. Prepare and present vendor/accounts payables reports as necessary.
8. Other requests from management as necessary.
9. Responsible for reviewing Program Budgets for proper payment
10. Responsible for completing the GMS purchase order functions.
11. Assist Finance Department with special projects.