



**JOB TITLE: Accounts Payable (AP) Specialist**

Division:	Finance and Operations	Reports To:	Director, Accounting
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**SUMMARY:** Responsible for assisting with the financial operations of ABET. Principal responsibilities include accounts receivable functions, various reconciliations, and special projects as assigned in the accounting cycle. The Accounts Payable (AP) specialist will report directly to the Director, Accounting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for full cycle accounts payable functions, including
  - Voucher entry – ensuring invoices are accurate and per purchasing documents
  - Payment processing – preparing weekly payment batches accurately and timely and ensuring all payments are in accordance with purchasing policies and procedures
  - Maintaining schedules to track and ensure monthly vendors are paid on time.
  - Contacting vendors and volunteers to obtain necessary documents needed to process invoices and payments, such as W9s, payment/bank details or other items.
  - Reconciling and reviewing AP aging monthly, including following up to close any open AP invoices that are over a month old.
  - Processing Concur batches and ensuring expenses are reimbursed in a timely matter.
  - Updating, when necessary, vendor, merchant and/or vendor account information.
  - Maintaining organized AP documentation and support records / files.
  - Accurate processing of 1099s annually.
  - Maintaining and updating the accounts payable manual.
- Responsible for processing purchase orders (POs), including confirming all approvals needed are obtained, maintaining purchase order records, updating purchase order log, and communicating to ABET staff PO status, open balances of POs and such in accordance with ABET purchasing policies.
- Administers Concur system, including processing Concur batches to ensure expense reimbursements are done in a timely matter, assisting both internal and external customer with all Concur matters and periodically assisting with reviewing expense reports.
- Maintains ABET Travel Policy documents and assists with customer service regarding travel questions / issues.
- Assists the accounting departments with monthly close, as assigned and needed, including preparing journal entries, maintain working scheduled and reconciling accounts.

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## JOB DESCRIPTION

POSITION:  
SPECIALIST

- Deposits checks in accordance with cash receipt policies.
- Assists with ABET Foundation (ABET Bridge) accounting and document processing tasks, as needed.
- Responds to customer concerns in a friendly and courteous manner.
- Assists with research of state regulations for use and sales tax exemptions and filling, when applicable.
- Assists with annual renewals, including MD State Charity Registrations.
- Keeps records in compliance with applicable laws, regulations and ABET policies.
- Assists in the preparation for annual audit and IRS Filings.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibility.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

- Associate's degree in related field or High school diploma or general education degree (GED) with minimum of two years related accounting experience.
- Minimum of two to three years related accounting experience
- Bachelor's degree a plus

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- High level of attention to detail essential.
- Ability to enter data accurately and good mathematical skills are essential.
- Proficiency in accounting and bookkeeping principles and practice required.
- Proficiency SAGE Intacct software.
- Proficiency in Windows environment, basic Internet, and e-mail operations.
- Experience in Microsoft Excel, including being able to create, format and manage spreadsheets required.
- Must be organized, able to work in a fast-paced environment and handle multiple tasks with precision and thoroughness.
- Demonstrate excellent customer service skills.
- Ability to plan, format, and execute projects and routine duties in an accurate and timely manner, as directed.
- Effective communication skills- oral, written, and interpersonal skills essential.
- Excellent work ethic and dependability.
- Must be able to work both independently and in team environment.
- Non-profit accounting experience preferred.
- Must be highly organized, able to work remotely, operate independently and in a team
- Emanate the ABET Core Values.

**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 regularly required to talk or hear. Specific

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SPECIALIST

vision abilities required by this job include close vision. The employee frequently is required to walk and sit. The employee is occasionally required to stand; sit; reach with hands and arms; and stoop, kneel, or crouch.

May occasionally work beyond posted work hours as well as work overtime due to demand. This would include, but not limited to audit season and month end close, etc.

Occasional travel including overnight stays may be required.

The employee must occasionally lift and/or move up to 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

### ABET CORE VALUES

The AP Accounting Clerk will embody the ABET Core Values by respecting the contributions provided by her/his co-workers, ABET Experts and customers. The values we embrace:

- **Authentic** - My actions will reflect the respect I have for the professional relationships we have developed. I will balance my objectives with sensitivity for others while instilling trust in those with whom I work.
- **Business-Like** - I will conduct myself professionally at all times, while committing to delivering world-class results and satisfying experiences – both inside our organization and while interacting with our external stakeholders.
- **Expert** - I will demonstrate expertise in my area of responsibility, constantly challenging myself to learn more while applying those lessons learned to improving the efficiency and impact of our organization. I am also committed to taking advantage of the opportunities ABET provides me to refine my expertise and help further my professional development. I will seek out and participate in assignments that I am qualified by education and experience and will rely on the expertise of my peers in the areas outside of my own.
- **Targeted** - I will focus my efforts on specific objectives that will enable me to deliver results to create a positive impact to further ABET's core purpose.

EMPLOYEE NAME:

Employee Signature:

Date:

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