

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Accounts Payable Technician	FLSA Status: Non-Exempt
Supervisor: Director of Finance	
General Information: Primary responsibilities are duties related to tracking, processing and paying the agency's liabilities.	
Minimum Qualifications	High school diploma required in conjunction with special training and/or experience in the area of accounts payable. Knowledge/background of computerized accounting software, spreadsheet and word processing desired. Must possess the ability to work effectively with the public and demonstrate good organizational and math skills.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of clerical, secretarial and administrative support tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Possession of a valid drivers license and minimal insurance required by law.
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.
Principle Responsibilities	<p><u>Accounts Payable Responsibilities</u></p> <ul style="list-style-type: none"> • Process accounts payable invoices, reimbursements, and payments through computerized accounting system. • Prepare and maintain computerized and paper vendor files. • Track expense activities for state/federal grant funds. • Track and process respite payments. • Prepare and process stipend payments. • Prepare documentation for monthly financial statements. • Copy, distribute, and file materials as needed. • Track staff conference and training funds. • Track 1099 vendors and prepare year-end reports. • Other duties as assigned by Supervisor <p><u>Office Management</u></p> <ul style="list-style-type: none"> • Develop and maintain tickler systems as needed. • Assure accounts payable forms are accurate and up to date. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of your work time.

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	<ul style="list-style-type: none">• Participate in regular supervision with your Supervisor.• Participate in staffings and relevant in-service training as needed or required.• Attend all meetings as are necessary to fulfill job responsibilities.• Develop a plan for personal and professional growth, as needed.• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
Minimum Expectations	<ul style="list-style-type: none">•