

River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

Job Description

Position:	Accounting Assistant – Accounts Payable
Program:	Administration
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	Comptroller; Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Ensure timely and accurate payment of the agency's expenses and liabilities.
Educational Requirements:	Associate degree from an accredited college or university in accounting, or related degree. Bachelor's degree preferred.
Experiential Requirements:	Three (3) to five (5) years of recent professional experience in bookkeeping/accounts payable.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize analytical and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Essential Duties – Program

Manage accounts payable using Sage 50 accounting software, Microsoft Office products, and other programs, as applicable.

Receive vendor invoices, payment requisitions, and employee travel expense reports; process for payment by reviewing, coding (when needed), analyzing, and accurately entering data into Sage.

Upload appropriate invoices into Sage accounting software.

Review vendor invoices to take advantage of vendor discounts

Generate and provide a weekly aged payable report for review to the Comptroller and Executive Director.

Process a weekly accounts payable check run; print checks, match with documentation, obtain authorized signatures, and distribute checks as indicated (mail or return to program director). File check stub and documentation using established filing system.

Initiate ACH payments for monthly staff transportation reimbursement.

Initiate monthly ACH payments for the Family Child Care Food Program providers.

Research and resolve vendor account discrepancies.

Work collaboratively with the Comptroller to investigate and correct any discrepancies or inaccuracies found in reports.

Provide support to agency staff regarding accounts payable topics.

Prepare and distribute vendor 1099 forms.

Other Duties – Program

Perform clerical support: typing, filing, scanning, shredding, etc.

Assist with the annual agency audit.

Participate in job related training, as identified by the Comptroller.

Attend and participate on committees as assigned by the Comptroller and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Comptroller and other agency staff as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Comptroller

Employee Signature

Printed Name

Date