

## **Creative Housing Inc.**

**Job Title:** Accounts Payable Associate

**Job Status:** Full time, Non-Exempt

**Reports to:** Chief Financial Officer

### **POSITION SUMMARY:**

The Accounts Payable Associate provides people a home by supporting the organization's efforts to maintain the company's fiscal health by making payments to suppliers, creditors, vendors and others. The position also provides administrative and clerical support to the company and promotes positive public relations by providing optimum customer service.

### **POSITIONS SUPERVISED:**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

1. Completes payments and controls expenses by processing, verifying, and reconciling invoices.
  - a. Assemble, review and verify invoices (including checks for duplicates) and check requests
  - b. Flag and clarify any unusual or questionable invoice items or prices
  - c. Sort, code, match invoices and et invoices up for payment
  - d. Enter and upload invoices into system, including expensing to accounts and cost centers
2. Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, and resolving purchase order, contract, invoice, or payment discrepancies and documentation.
3. Ensures credit is received for outstanding memos.
4. Must be able to work within Work Order and projects systems.
5. Process capital, maintenance, groundskeeping, stock and project-related invoices – check for duplicates, stamp invoice for management signatures, identify related system work order and verify that the invoice is consistent with the requirements of the work order, close out work orders per invoice, update reporting systems as required with cost information.
  - a. Includes entering detail into Yardi work order system.
  - b. Includes working in Excel project reporting.
  - c. Includes processing internal labor and inventory charges
  - d. Includes scanning and filing critical documentation.
6. Ensure proper project documentation (e.g. project Work Authorization, Work Completion, permit, etc.) is received & filed prior to processing invoices
7. Collaborate to accomplish accurate and timely billings, including HUD corporation and special project labor billings.
8. Research and resolve invoice discrepancies and issues.
9. Correspond with vendors and respond to inquiries.
10. Provide supporting documentation for audits.
11. Must be able to ensure the accuracy and confidentiality of property, tenant and client records.

12. Maintain filings & records in various databases and electronic filing locations (e.g. grounds, sprinklers, backflows, fire protection billings, vehicles, home assets, house budgets, etc.).
13. Participate in cost-containment activities related to high water bills, primarily providing notification to facilities and property services coordinator.
14. Organizing and filing physical payable copies.
15. Maintain vendor documentation and Yardi payable status
  - a. Insurance, Workers Compensation, W9, other
16. Continuing to improve the payment process.
17. Interchange duties and responsibilities of other administrative posts within the company including regular/daily coverage of front desk phone and greeting responsibilities.
18. Provide support and reporting for company performance measurements.
19. Basic cross training to support departmental employees' enjoyment of their time off.
20. Other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of accounts payable and general accounting principals
2. Proficient in data entry and management
3. Requires not only accounting acumen, but also working knowledge of a company's operations in order to be a steadfast guardian of its cash flow.
4. Ability to work with analytics, manage risk and engage in problem-solving processes.
5. Must be highly skilled with general computing skills and spread sheet applications.
6. Possess strong organizational skills.
7. Ability to adapt to new technology.
8. Effective quality of verbal and written communication.
9. Customer service skills: Able to effectively communicate with clients, tenants, prospective tenant, owners and vendors while focusing on productivity and results.
10. Detail-oriented and flexible.
11. Ability to successfully exercise independent judgment based on technical and detailed knowledge specific to activities and procedures being dealt with.
12. Ability to work independently and as a team player.
13. Ability to set priorities and juggle multiple demands.
14. Ability to work within organizational processes and uphold organizational standards.
15. Ability to work in a fast-paced, dynamic environment.
16. Ability to collaborate with coworkers & vendors.

**MINIMUM QUALIFICATIONS:**

1. Education
  - a.  None
  - b. HS Diploma or equivalent  Preferred  Required
  - c. Associate Degree or Equivalent  Preferred  Required
  - d. Bachelor Degree  Preferred  Required
2. Experience
  - a.  None
  - b. Year(s) in the Field of I/DD  Preferred  Required
  - c. 1-3 Year(s) in Accounts Payable or general accounting experience  Preferred  Required
  - d. Year(s) in  Preferred  Required
3. Skills
  - a.  None

- b. Personal Computer  Preferred  Required
- c. Smart Phone or Tablet  Preferred  Required
- d. Microsoft Office proficiency  Preferred  Required
- e. Yardi proficiency  Preferred  Required
- f. Verbal/Written Communication  Preferred  Required
- g. Conflict Resolution  Preferred  Required
- h. Interpersonal  Preferred  Required
- i. Analytical  Preferred  Required
- j. Fork lift operation  Preferred  Required  Required – will train
- k. Proficient driving large vehicles (up to 28')  Preferred  Required
- l.  Preferred  Required
- m.  Preferred  Required

**OTHER JOB REQUIREMENTS**

- Reside in Franklin County
- Hold/Maintain Driver’s License in Good Standing, including company insurance requirements
- Pass company-required background checks and drug testing
- Provide on call support during non-regular working hours
- Provide on call maintenance services during non-regular working hours
- Work overtime  occasionally  routinely  seasonally
- Work a non-standard work week
- Travel locally as needed for job duties
- Work at various locations
- Must be a self-starter
- Prioritize and perform tasks independently with minor direction
- Must be punctual, reliable, groomed & organized
- Must practice safe and neat work habits
- Must be customer-experience focused
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**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Able to communicate effectively
- Able to taste or smell
- Possess specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Able to sit for prolonged periods working on a computer or other desk-oriented task
- Able to reach with hands and arms regularly
- Able to stand, walk, kneel, crawl, crouch, climb and balance
- Able to use hands to finger, feel or handle objects, controls and tools (hand and power tools)
- Able to lift up to 15 pounds  regularly  occasionally  on a limited basis
- Able to lift up to 35 pounds  regularly  occasionally  on a limited basis

- Able to lift up to 50 pounds  regularly  occasionally  on a limited basis
- Able to lift and/or move up to 75 pounds using assist equipment such as a dolly, moving straps and lift gate.
- This job does not require repetitive or production rate work. Work sites are scattered sites and time is spent travelling between sites, setting up for and breaking down from site-specific tasks. Average anticipated time per site is less than one hour.

**BEHAVIORAL COMPETENCIES:**

*This position requires the incumbent to exhibit the following behavioral skills:*

1. *Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition
2. *Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers
3. *Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively. Demonstrates the ability to develop audiovisual presentations to both internal and external audiences.
4. *Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work
5. *Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; attends, supports, and participates in all team building exercises and events
6. *Continuous Improvement and Innovation:* Seeks the continuous improvement of technological business processes and services; explores out-of-the-box methods and is open to experimenting with new ideas; uses data, knowledge, and strategic decision-making to generate new and innovative solutions

**ETHICS:**

As stewards of public funds, Creative Housing is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of our co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

**DISCLAIMER**

THE INFORMATION CONTAINED WITHIN THIS JOB DESCRIPTION INDICATES THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY EMPLOYEES WITHIN THIS CLASSIFICATION. IT IS NOT DESIGNED TO CONTAIN OR TO BE INTERPRETED AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES AND QUALIFICATIONS REQUIRED OF EMPLOYEES ASSIGNED TO THIS JOB.

**EQUAL OPPORTUNITY EMPLOYER**

Applicants are considered for all positions in accordance with statutes and regulations concerning non-discrimination on the basis of race, ancestry, age, color, religion, sex, national origin, sexual orientation,

