



POSITION TITLE: Accounts Payable Staff Accountant
PRIMARY SUPERVISOR: Payables/Receivables Supervisor
DEPARTMENT: Finance

SUPERVISES: None

STATUS: Non-exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: Provides support to the accounts payable department and performs accounts payable functions and/or any finance/accounting related project assigned by supervisor.

This position requires a person of intelligence and integrity who is highly motivated and team oriented; enjoys analytical work and processes involving many people and issues; demonstrate commitment to TVFS's goals and mission; can work under deadlines and maintain a cooperative spirit in a demanding work environment; and has strong research and resolution skills.

REQUIREMENTS & QUALIFICATIONS:

1. Bachelor's degree in accounting preferred or one-year certificate from college or technical school, six months to one year related experience, or equivalent combination of education and experience.
2. Finance support will demonstrate and possess many of the following qualifications:
 - a. Basic experience and knowledge of accounts payable functions.
 - b. Knowledge of MIP Fund Accounting system, Outlook and other office equipment.
3. Proficient in Excel and Word, and ability to calculate figures and amounts.
4. Ability to type 60-65 wpm, 10-key by touch.
5. Acute attention to detail.
6. Strong organizational skills.
7. Commitment to excellence and high standards.
8. Excellent written and verbal communication skills.
9. Ability to understand and follow written and verbal instructions.
10. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to.

1. Processes invoices for payment; prints and mails accounts payable checks.
2. Process agency purchase orders and reconciliation of documentation for compliance of each program requirements.
3. Audit and reconcile credit card statements and invoices.
4. Performs data entry and spreadsheet management.
5. Perform monthly reconciliations and assist with month-end closing entries.
6. Maintains accounts payable files and records.
7. Responds to vendor and employee inquiries regarding invoices, expenses, and



- check requests; assists with discrepancy reconciliation.
- 8. Prints and routes accounts payable reports.
- 9. Create, maintain and analyze reports and schedules as needed for purpose of but not limit to: supporting account reconciliation, account balance tracking, and for any accounting and department needs.
- 10. Assists with related special projects as needed.
Performs other duties as assigned by supervisor. Cross-trains and provide support to other accounting functions as needed.
- 11. Provide support in annual audit and prepare reports and reconciliation needed.

Confidentiality and Privacy

Adheres to all legal parameters for ensuring and maintaining clients’ confidentiality including HIPAA, State and Federal laws.

Knowledge, Skills and Abilities

Analytical Ability	Teamwork	Problem solving	Quality Management
Technical Skills	Interpersonal Skills	Excellent oral & written communication	Delegation
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Motivational skills
Must be adaptable	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm
Appreciation of Diversity	Organizational skills	Detail oriented	Professional Appearance and demeanor

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County’s most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line AP Staff Accountant.