



Position: Accounts Payable Accountant
Program: Finance – Administration
Department: Finance
Reports to: Assistant Controller
Compensation: \$23.00 / Hourly
Status: 100%, Full-time, Non-Exempt, Confidential
Probation: 90 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

JOB SUMMARY:

The Accounts Payable Accountant is mainly responsible, but not limited to, the entire accounts payable cycle from matching and verification of invoices to generating the checks. Additional duties include maintaining a schedule of monthly recurring payments, interactions with both vendors and co-workers within the different departments, and maintaining systems in place as well as possibly streamlining any areas that need improvement.

ESSENTIAL FUNCTIONS:

- 1) Responsible for all activities in the Accounts Payable function;
- 2) Validate and process the expense reports of the company;
- 3) Reconcile the general ledger to A/P Ledger;
- 4) Process approximately 1,000 invoices in a monthly cycle;
- 5) Receives and accurately posts payables ensuring appropriate approvals and coding;
- 6) Communicate with vendors and assist them with any payable issues;
- 7) Ensures timely payments of vendor invoices and expense vouchers and maintains accurate records;
- 8) Reviews applicable accounting reports and accounts payable register to ensure accuracy;
- 9) Prioritize and process and rush items;
- 10) Prioritize entering invoices according to cash discount potential and payment terms;
- 11) Perform weekly check run which includes printing and matching checks to invoices and obtaining appropriate signatures;
- 12) Work closely with internal departments to confirm invoices have a PO and all items ordered have been received;
- 13) Enter approximately 50 company credit card charges and reconcile the account monthly;
- 14) Match PO and invoices, check pricing for accuracy and date, stamp, and invoice when received;
- 15) Pay vendors by monitoring discount opportunities, verifying federal tax ID numbers, scheduling and preparing checks, closing out PO's, contract, invoice or payment discrepancies and documentation, insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments. All bills are to be paid by due date;
- 16) Entering and ensuring vendor credit memos are received;
- 17) 1099 maintenance;
- 18) Process urgent check request;
- 19) Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices;
- 20) Maintain open and positive communication (verbal and written) with employees, departments, customers and vendors;
- 21) Ensure compliance with company policies and procedures.

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBTQ community and familiarity with issues of relevance to LGBTQ people;
- 2) A passion for the Center’s work and its mission to make the world a better place for LGBTQ people;
- 3) Knowledge of MS Office Suite (i.e., Excel, Word);
- 4) Knowledge and experience in Microsoft Dynamics Great Plains experience preferred;
- 5) Two years Accounts Payable experience;
- 6) Excellent verbal and written communication skills;
- 7) Strong organizational skills; Ability to multitask;
- 8) Detailed oriented and able to follow directions;
- 9) Problem solving skills;
- 10) Ability to meet deadlines;
- 11) Result-driven;
- 12) 10 Key by touch;
- 13) Able to take initiative and work independently;
- 14) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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