



Job Posting #:	32FB07212021	Posting Type:	External
Job Title:	Accounts Payable Professional	Grade/Classification:	Grade 7/ Non-Exempt
Department:	Finance and Accounting	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The Accounts Payable Professional will review and process all invoices and check requests ensuring accuracy, efficiency, cost effectiveness, and timeliness.

ROLE AND RESPONSIBILITIES

- Review all invoices for appropriate documentation, approvals, and general ledger coding prior to payment processing.
- Create, update and maintain vendor records ensuring accurate addresses, W-9 tax designation forms, 1099 requirements and due dates.
- Sort, date stamp, and prepare all incoming invoices for payment.
- Process payments accurately and meet all deadlines.
- Maintain files and documentation thoroughly and accurately in accordance with company policies and accepted accounting practices.
- Respond professionally to all vendor and other customer requests for information related to all accounts payable responsibilities and transactions.
- Desire and willingness to recommend improvements to current processes and to go the extra mile.
- Immediately report to supervisor any deviations occurring, or that have occurred, from company policies, accounting guidelines or legality in the Accounts Payable function and processes.
- Other responsibilities as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Candidate with a High school diploma required. College courses in accounting or mathematics strongly preferred. 2+ years of Accounts Payable or Accounting experience preferred. Processing invoices with purchase orders experience desired.

Must have excellent attention to detail and proven organizational skills in order to handle large volumes of invoices and data entry. Professional attitude and reliable. Strong problem-solving and resolution skills, basic accounting knowledge, and ability to perform various mathematical computations quickly and with confidence. Proven use and comfortability with systems supporting business functions such as NISC. Strong communication skills both verbally and in writing. Candidate must have a working knowledge of the Microsoft Suite.

Usual office conditions. Generally regular hours with some overtime required. Daily schedule of work may be varied. Occasional travel is required for educational purposes, which may include overnight trips.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes can be emailed to rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID **#32FB07212021**

Deadline: Sunday, August 1st, 2021 @ 5:00PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.