



Official Job Standards

Job Title: Accounts Payable and Billing Manager

Date: October 2021

Direct Report: Sr. Director Accounting

What are the major objectives or outcomes to be accomplished by the person in this job?

- Accountable for providing outstanding customer service to all external and internal customers
- Develop and maintain effective relationships through effective and timely communication
- Ensure timely payment of invoices and reoccurring payments

What are the most frequent and most essential work activities in this job?

- Audit, code, and input invoices into accounting system
- Ensure timely payment of invoices and reoccurring monthly payments; code invoices to proper accounts, enter invoices data into the system, and remit payments.
- File accounts payable documents
- Batch invoices on a bi-monthly basis for management review and approval
- Ownership of accounts payable data entry and preparation of checks to ensure correct classification of expenses
- Analyze and resolve outstanding vendor invoices and statements
- Sort, stamp, and distribute invoices for approval
- Process employee expense reports according to established policies and procedures.
- Audit Chamber Credit Card statements according to established policies and procedures
- Respond to external and internal inquiries in a timely fashion
- Assist with file rotation annually to ensure that accounts payable files and related paperwork are kept on hand with older files sent to storage.
- Obtain and enter tax information for vendors that require 1099 and process 1099 forms annually. Must be knowledgeable about IRS regulations related to 1099 processing.
- Assist department with special projects and related duties as assigned
- Monthly Affiliate Invoicing
- Assists with room reservations and, as appropriate, travel arrangements in alignment with contract.
- Provides on-site support during the event as needed to provide services or resolve problems.
- Coordinates transportation for guests, attendees, speakers, or other parties.
- Coordinates registration process for event participants.

What are the primary people contacts in this job? (With whom? What purpose? How often?)

- Vendors and suppliers.
- GCC staff members.
- GCC Affiliates

What behavioral traits, attitudes and skills are required?

- Ability to work independently with minimal supervision
- Unquestionable integrity and honesty
- Excellent computer data entry skills
- Strong organizational skills
- Accurate detail in handling data is a priority
- Friendly, helpful attitude
- Team player – must understand the goals of the department and the organization and be willing to help others when necessary.

What are the prerequisites for employment? (Education, prior experience, other)

- Bachelor's Degree in accounting, Finance, or related disciplines
- Strong written and verbal communication skills
- Ability to plan and organize work
- Working knowledge of accrual-based accounting
- 2+ years in Accounts Payable, a plus
- Working knowledge of Great Plains accounting software, a plus
- Proficient in MS Word & Excel

What are the toughest parts of this job on a day-to-day basis?

- Remaining "on track" to accomplish objectives amid interruptions, distractions, and other issues that arise.
- Maintain a high level of accurate data entry
- Organizing and managing time

- Meeting deadlines.

What are the compensations? (Income range pay formula, benefits, advancement opportunities)

- Salary range based on experience within established range
- Performance-based structure for salary increase and bonus
- Hybrid Flex work schedule
- Employer paid on-going continuing education and professional development
- Employer paid 401(k) contribution
- Employer assisted major health, dental, life and long-term disability insurance programs
- Employer paid time off for vacation and sick leave
- Employer paid parking or public transportation pass