



Accounts Payable Associate

Title: Accounts Payable Associate

Business Unit: Corporate Services Division

Department: Accounting

Reports to: Senior Accountant and Manager

Classification: Non-Exempt

Summary of the Job

The Accounts Payable Associate is responsible for corporate expenditures for DWA Healthcare Communications Group and its affiliated companies. This individual processes all project and non-project related invoices and ensures vendors are paid in a timely manner. The position is instrumental in ensuring that all project related costs are posted to the appropriate job, that vendors are paid amounts due, and that the company is complying with applicable Internal Revenue Service requirements. The Accounts Payable Associate is expected to follow the direction of management and complete workload in a quick, efficient manner with few errors.

Essential Functions

- Properly post project and non-project-related invoices to appropriate department and General Ledger code and issue payment by due date
- Enter journal entries for postage logs, flexible spending transaction, and other payroll disbursements
- Log cash expenditures in a report for management approval
- Print checks, process electronic funds transfers, and wire transfers for applicable vendors
- Maintain vendor files and other related documents associated with accounts payable including W-9 and faculty honoraria documents
- Prepare and distribute year-end 1099's and comply with other Internal Revenue Service or state taxing requirements
- Monthly entries and tracking for Fixed Assets
- Process employee expenses and maintain Concur system
- Enter and log use tax when applicable
- Administer the corporate credit card program and reconcile month-end amounts to general ledger
- Adhere to corporate compliance regulations relating to Privacy and customer billings and have a good understanding of accounting principles
- Provide back-up to Payroll position
- Assist with special projects and reports as assigned by the management team

Additional Functions

- Litigation searches as required by customers
- CA 1099 Monthly Report
- Monthly reconciliation of payables accounts and postage log
- Reconcile and accrue use tax at month-end

Education and Experience

- Associates degree or related work experience
- Three to five years accounts payable experience

Competencies

- Behaviors and qualities of a professional and a lifelong commitment to professional development as demonstrated by a good ability to manage time, work in a collaborative way, adapt to change, act in a professional manner, manage stress, and demonstrate a service orientation
- A commitment to conducting business according to the highest ethical standards as demonstrated by a good knowledge of industry legal compliance guidelines, organizational ethics, and demonstration of personal ethics and integrity
- Ability to communicate effectively as demonstrated by intermediate level verbal skills, writing skills, presentation skills, and a good ability to influence and impact others through meaningful and persuasive delivery
- Applies the knowledge, skills and abilities necessary to achieve continuous quality improvement as exhibited by good problem solving, quality management, client-readiness behaviors
- Vision and Innovation as displayed by a good ability to think critically and think creatively
- Basic level project management skills, including the ability to provide project leadership and apply applicable methodologies to manage all project stages including initiating a project, planning a project, executing a project, monitoring and controlling a project, and closing a project
- Basic excel skills