



AUGUST 2021

## Position Description: Accounts Payable Clerk

Are you someone who is passionate about health care and education? The Physician Assistant Education Association (PAEA) is committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs. Currently, the Association is seeking a part-time accounts payable clerk. This position will be hybrid, with both in-office requirements (based in our Washington, DC office) and remote work opportunities.

*Because this position may be exposed to sensitive and confidential information on a daily basis, this individual is responsible for maintaining the confidentiality that knowledge of such warrants.*

### **Responsibilities**

- Maintain vendor W9 files
- Vendor discrepancy resolutions
- Review all invoices for appropriate documentation and approval prior to payment
- Code and enter invoices in bill.com
- Perform Accounts Payable month-end close activities
- Maintain all Accounts Payable reports, spreadsheets, invoices, and vendor files
- Maintains accounting ledgers by verifying and posting account transactions.
- Answer vendor inquiries
- Provide copies and documentation for year-end audits
- Prepare and process 1099s annually
- Provide analysis of general ledger accounts



- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Code, Review, and Reconcile monthly Credit Card statements
- Prepares checks
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- Review and reconcile invoice discrepancies
- Prepare and mail all required tax documents
- Serve as a backup/cross train with Accounts Receivable Staff
- Other duties as assigned

***Skills and Qualifications:***

- High school diploma, GED, or equivalent required
- Bachelor's degree in accounting, finance, or related field a plus
- 3 years experience with accounts payable or general accounting
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong analytic abilities