Position: Junior Accountant/Accounts Payable  
Reports To: Controller  
FLSA Status: Non-Exempt  
Department: Business Office

Summary:
Duties and responsibilities for this full-time position include all aspects of accounts payable, preparing general ledger entries, and monthly account reconciliations. Preparing schedules and working with external auditors during annual financial audit.

Essential Duties and Responsibilities:

- Respond to external vendors and internal managers regarding all aspects of the accounts payable process, including processing invoices for payment, assisting with bank reconciliations, and grants.
- Research information to provide accurate and timely solutions to internal clients and vendors at multiple locations.
- Verify the accuracy of vendor invoices and confirm that the correct general ledger account codes are used.
- Generate payment to vendors on a routine schedule and match the check with backup for review by the financial manager.
- Inspect paid and unpaid invoices including cleared payment inquiries and check voiding to maintain accurate files and records according to company standards.
- Review automatic payments to ensure correct coding and authorization as well as sufficient documentation.
- Develop and maintain a filing system for financial information, records and documents to ensure easily available information.
- Monitor budget balances, track expenses, prepare analyses of accounts and related financial activity as requested.
- Manage corporate credit card and expense reimbursement system.
- Assist CPR with annual financial audit preparation.
- Manage fixed assets record keeping.
- Other duties as assigned.

Core Competencies:

- **Change/Adaptability/Flexibility**: Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

- **Communication**: Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.

- **Results Focus/Initiative**: Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
**Collaboration:** Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

**Education and Experience Requirements:**

- Experience with Microsoft Great Plains Accounts Payable Workflow process or similar automated AP workflow system.
- Strong problem-solving skills and work ethics
- Ability to work independently and as part of a team
- Minimum 2 years accounts payable experience
- Good understanding of the full-cycle accounting process and the relationship between accounts payable and the financial statements and budgets
- Flexible/innovative, able to research and solve problems independently
- Ability to interact effectively with all levels of management and staff as well as vendors and donors
- Strong organizational skills with a willingness and ability to multi-task
- Experience with Microsoft Dynamics GP/Great Plains a plus, not required
- Intermediate to Advance Knowledge of Excel and Word