



MINISTRY DESCRIPTION

Title: Accounts Payable Compliance Specialist
Division: Operations
Working Group: Finance
Reports to: Treasury & Compliance Director

Schedule: Regular, full-time
FLSA: Non-exempt

Ministry Function:

The Accounts Payable (AP) Compliance Specialist supports the ministry of Convoy of Hope by reviewing all employee expense reports for accuracy, completeness, and compliance to internal and external policies and procedures. This position has the primary daily responsibility of expense compliance as outlined by the Treasury & Compliance Director.

Essential Duties and Responsibilities:

1. Overall review invoices, reimbursements, expense reports, and capital requests for correct coding and calculations, supporting documentation, and appropriate approval and authorization.
2. Review all reimbursement requests submitted to Accounts Payable for compliance to expense policies within the same week of receiving the report; follow up with employee(s) to resolve issues as needed.
3. Submit all reviewed reimbursement requests to the AP Payment Specialist for data entry into FinancialForce.
4. Responsible for detailed review of all monthly credit card reports to ensure accuracy, compliance, and completeness; follow up with employee(s) in the same month that the report is received to resolve issues as needed.
5. Responsible for detailed review of cash advance reports to ensure accuracy, compliance, and completeness and follow up with employee to resolve issues as needed,
6. Complete and submit credit applications to prospective vendors as requested.
7. Perform Finance related filing to include, but not limited to, paid invoices, employee expense reports, credit card reports, and other AP related files on an ongoing basis to meet end of week filing deadline.
8. Partner with primary AP Project Coordinator on a consistent basis to ensure all invoices that have been received are processed and ran according to weekly deadlines. Act as secondary/backup and assist with all accounts payable data entry into FinancialForce, as needed.
 - a. Assist in the check disbursement process by matching checks with invoices and overseeing the mailing of checks with proper remittance advices.
 - b. Secondary monitoring of Accounts Payable email inbox with timely response to inquiries and/or requests as needed.
 - c. Maintain electronic vendor files in Financial Force to include all paid invoices and ensure that all related vendor documents are electronically captured in the vendor profile. Oversee the timely acquisition and retention of supporting W-9 forms, W-8Ben forms, contracts, agreements, OFAC checks, IRS TIN Match, and other documents as required.
 - d. Timely data entry of Transportation reports into FinancialForce to meet month end deadlines.

- e. Review of Transportation reports to ensure accuracy, compliance, and completeness; follow up with Transportation department to resolve issues as needed.
9. Communicate with vendors and employees related to outstanding invoices, reports, questions, and inquiries.

Other Duties and Responsibilities:

1. Assist in the administration tasks of online expense reporting systems.
2. Assist in electronic disbursement process by entering electronic payments through the bank and emailing vendors as needed when those payments are made.
3. Assist with end of year 1099 reporting.
4. Assist with year-end audit support duties (pulling documents, copying, filing, etc.).
5. Perform other Finance projects and job-related duties as assigned and/or needed.

Required Knowledge, Skills, and Abilities:

1. High school diploma or equivalent required.
2. 2+ years accounts payable or similar data entry experience required.
3. Ability to key data quickly and accurately with attention to detail.
4. Strong communication skills to be able to follow-up with Convoy of Hope personnel at all levels to bring timely resolution to outstanding AP and coding related questions.
5. Strong organization skills with the ability to multitask and efficiently complete each project.
6. Positively contribute to team projects and cooperate with team members.
7. Experience with Microsoft Office programs.
8. Maintains a professional and positive working relationship with vendors, volunteers, donors, and fellow staff.
9. Regular and predictable attendance and arriving to work on time is an essential requirement.
10. Maintains a positive attitude at all times.
11. Basic grammar, punctuation, and arithmetic skills
12. Accurately follow verbal directions and written processes.
13. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
14. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
15. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Created: 8/31/2007

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