



Job Title: Accounts Payable Specialist	Unit: Business Office
Status: Full-time	Location of Position: Clarke County

Posting Date: December 15, 2020	Application Deadline Date: Until filled	Job Code: FIT021
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**Accounts Payable Specialist
Monday-Friday 8:00 A.M - 5:00 P.M.**

Position summary: Under general supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related general accounting processes.

The Accounts Payable Specialist reports to the Controller, having a tactical role in managing all disbursements efficiently and a strategic role in safeguarding the assets of the agency.

Duties and Responsibilities:

- Processes accounts payable to for agency to produce payments by entering purchase orders, travel expenses, petty cash reimbursements, contractor payments, etc. into the accounting system.
- Performs various administrative duties relating to budgeting policies and procedures, development and record keeping
- Maintains and sets up accounts payable vendor files in the accounting system
- Prepares and verifies purchase orders for payment, as needed
- Processes travel expenses to include food and hotel reimbursements
- Oversees purchasing services for agency
- Reviews, approves and processes requisitions for services, supplies, equipment, etc. according to appropriate rules and regulations
- Monitors and approves expenditure as it pertains to purchases
- Resolves invoice/statement/vendor discrepancies. Investigates any unknowns by contacting pertinent department, as needed
- Adds new vendor information to client general ledger accounting system
- Enters data into payables system and selects payables to be paid
- Responds to staff enquiries and provides client voucher training, as needed
- Other duties, as assigned

Minimum Qualifications: Associate's degree in a business curriculum or related field from an accredited college or university AND One year of experience performing accounting and/or fiscal control functions OR High school diploma or GED AND Three years of experience performing accounting and/or fiscal control functions.

Certifications, Licenses, Registrations: Valid GA Driver's License

To APPLY

Applications must be received by the deadline date to be considered. Apply for the available position by submitting your resume to recruiter@advantagebhs.org. Once your resume is considered, you will be asked to complete the State Application.

Advantage Behavioral Health Systems
Human Resource Recruiter
250 Bray Street, Athens, Georgia 30601

Applicants are subject to criminal records, drug screening, employment, and/or background checks.

(Internal) This announcement is ONLY open to employees of Advantage Behavioral Health Systems

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