

# Opportunity Communities, LLC

**Job Title:** AR/AP Specialist

**Status:** Full Time

**Team:** Finance

**FLSA Category:** Non-Exempt

**Immediate Supervisor:** Chief Financial Officer

**Date Created/Revised:** 3/15/18

**OppCo** partners provide stable homes within great neighborhoods, which serve as a foundation for thriving families and individuals. Our homes and neighborhoods promote healthy families as well as work, economic, and educational success.

The AR/AP Specialist is directly responsible for processing the Community Development Corporation's (CDC) vendor liabilities, insuring that all appropriate documents are aligned with the liability, all disbursements are properly administered, and all filings are made in a timely manner. This position requires a high degree of interaction with company employees and vendors in processing payroll, the issuance of vendor checks and resolving any related discrepancies. This position requires a high degree of problem solving, due diligence, and decision making to determine the proper accounting of CDC's receivables and liabilities.

## **Essential Job Functions and Responsibilities:**

- Process all vendor liabilities in a timely manner and in accordance with the proper accounting principles.
- Determine the proper GL code, department, location, and ensure that all invoices are approved by the appropriate level of management.
- Match the packing slip to the invoice, and where warranted, to the purchase order. If there are quantities/dollar discrepancies, independently identify and determine the appropriate course of action for resolution and follow through until resolved.
- Review employee expense reports to ensure that receipts are attached and meet appropriate government and audit standards. Determine that all line items are in compliance with the travel policy and that the reports are signed by the employee and appropriate level of management.
- Review and code company credit card statements, ensure that the appropriate level of supporting documentation is included, the statements are approved by the appropriate level of management, and allowable and unallowable expenses are properly coded.
- Primary communicator with all vendors regarding payment terms and any issues regarding discrepancies.
- Prepare weekly check run and identifying escalation of vendor liabilities for payment.
- Responsible for preparing cash disbursements to all vendors as needed within a normal accounting processing cycle.
- Prepare Form 1099's for vendors. Ensure that all vendors provide W-9 prior to being entered into accounts payable system.
- Reconcile bank accounts within the monthly closing schedule.

## *Payroll*

- Process timesheets for all OppCo employees in Sage. Ensure that employees/supervisors are reminded of due dates for timesheet submission. Follow up with employees/supervisors when late.
- Enter payroll hours into PEO's payroll system. Provide supervisor with payroll report for review/approval.
- Work with Accounting Manager to ensure that timesheet hours are properly allocated to the proper grant/project/CDC.

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- Assist in preparation of the OppCo invoices to CDC's for time charges.
- Review quarterly 940's and ensure that annual wages are properly reflected on W-2's.

## *Deposits*

- Deposit all checks received in timely manner into appropriate bank account.

## *Real Estate*

- Analyze construction in process accounts against the requisitions and general ledger. Prepare monthly sources and uses of funds, reviewing with the Real Estate team. Maintain schedule and provide information and reporting to auditors for related cost certification process. Assist auditors during the cost certification process.

## *General Accounting Support*

- Assist the Finance Team in preparing invoices/timesheets, etc. selected for audit by the external auditors.
- Assist the Finance Team in varied projects during month end closing cycles, audit periods and on an as required basis.
- Identify opportunities to streamline existing processes, focusing upon enhancing efficiencies within the Finance team as well as within the CDC.

## **Non-Essential Functions**

- Attend monthly team and organization meetings.
- Attend necessary trainings to assure up to date knowledge

## **Work Requirements and Qualifications**

- Associates degree in accounting, finance or business administration
- 3-5 years related business experience, including payroll and accounts payable
- Meticulous attention to detail and accuracy
- Excellent organizational skills and ability to meet deadlines
- A proven ability to take initiative and work independently
- Ability to collaborate and pitch in as part of team to achieve objectives
- Proficiency with Microsoft Excel spreadsheets and Sage software preferred

## **Physical Requirements:**

This is a sedentary job by nature. Requires being able to sit at a desk and use a computer and phone for most of the day.

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## **Position Accommodations:**

### **Qualification:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Physical:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We offer competitive compensation and good benefits. Send a cover letter and a copy of your resume [to personnel@tndinc.org](mailto:to_personnel@tndinc.org) . We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.