

Services To Enhance Potential 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

Accounts Payable (AP) Specialist

QUALIFICATIONS:

Education: High School Diploma or equivalent.

Experience:

- 2–3 years of experience in accounts payable or a similar accounting role.
- Strong understanding of accounting principles and AP processes.
- Excellent attention to detail, organizational skills, and ability to meet deadlines.
- Strong communication and problem-solving skills.
- Advanced Excel skills

Licensure: Valid Michigan Driver License
Approval of STEP's Insurance Carrier

Status: Non – Union, Non-Exempt

PRINCIPAL FUNCTION:

Responsible for the payment of Agency invoices, maintenance of accounts payable records, and processing of purchase requests for goods and services. Maintain confidentiality of documents and information deemed sensitive.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Responsible for processing of invoices, mailing of payments, and maintenance of related records.
- Obtain management signature approval on invoices/purchase orders prior to payment.
- Process, verify, and reconcile vendor invoices accurately and in a timely manner.
- Review invoices for proper documentation and approvals prior to payment.
- Enter and maintain accurate records of all accounts payable transactions in the accounting system.
- Prepare and execute payment runs, including checks, ACH, and wire transfers.
- Monitor accounts to ensure payments are up-to-date and resolve any outstanding issues.
- Reconcile vendor statements and resolve discrepancies or disputes.
- Assist with month-end and year-end closing activities by providing necessary AP reports and reconciliations.
- Ensure compliance with company policies and internal controls.
- Communicate with vendors and internal departments regarding payment status, discrepancies, and inquiries.
- Maintain organized and accurate AP files and documentation.
- Process purchase requests for goods and services.
- Maintain copies of Agency maintenance agreements, as appropriate
- Assist the Controller in preparation for financial audits and other such audits.
- Responsible for maintenance of funds and records.

- Responsible for processing of approved conference requests including arrangement for reservations and reimbursements.
- Process accounting department correspondence.
- Prepare and submit all required records and reports on a timely basis.
- Ensure conformance to DCH, DWIHN, Medicaid, CARF, and Services To Enhance Potential's policies and procedures.
- Provide Personal care assistance for persons receiving services as needed.
- Adhere to all Services to Enhance Potential's policies and procedures.
- Maintain a personal vehicle for use in performing job duties.

Marginal Functions:

- Participate on Services to Enhance Potential's committees as assigned.
- Coordinate and supervise student educational field placements, volunteers, trainees, and aides. (Optional)
- Participate in the ongoing growth and development of Services To Enhance Potential through attendance and participation in staff and other Services To Enhance Potential meetings and committees.
- Identify and promote opportunities for employment, volunteer and community experiences.
- Assume any other duties and responsibilities that are assigned by your supervisor.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PERFORMANCE MEASUREMENTS:

Job Knowledge – 20%
 Productivity – 20%
 Quality – 20%
 Problem Solving – 20%
 Information Technology Performance – 10%
 Attendance – 10%

REPORTS TO:

Finance Manager

TECHNICAL ASSISTANCE RECEIVED:

Date Approved: 05/25/00 by Job Description Committee, 08/16/03

Date Effective: 05/25/00, 08/16/03

Date Reviewed: 10/15/85, 10/01/91, 02/02/94, 11/13/97, 05/25/00, 08/16/03, 3/22/2012, 8/14/2014, 3/30/15, 01/31/18, 7/30/21, 8/7/25

Date Revised: 05/25/00, 08/16/03, 052005, 010107, 12/19/08, 2/16/10, 3/30/15, 7/30/21, 8/7/25

 Employee Signature

 Date

 Printed Name