
JOB DESCRIPTION

JOB TITLE: Accounts Payable Processor

EXEMPT:

SALARY LEVEL: Minimum: \$44,332.26 **Maximum:** \$56,999.64

EMPLOYEE REPORTS TO: Finance Manager

PREPARED BY: imr

DATE: July 2018

APPROVED BY:

DATE:

EXPIRATION DATE: August 10, 2018

JOB SUMMARY

The accounts payable processor is responsible for handling the company accounts payable process for HANH, Glendower, 360 Management Group and all other affiliates doing business with ECC. Using their discretion, skills and experience, the incumbent will process the daily accounts payable associated with the timely payment of invoices, ensuring the accuracy of the entire process as it relates to vendor payment, which include matching with purchase orders and receiving, performing the monthly reconciliation of aged accounts payable report with the general ledger, and communication with buyers and vendors. This position must use their discretion and judgment to ensure that company policies and procedures are being adhered to as they pertain to accounts payable.

The Accounts Payable Processor is responsible for all payments of goods and services necessary for the basic operation of the company and recognizes the importance of timely and accurate payments has on the company.

ESSENTIAL FUNCTIONS

1. Create and oversee a process to ensure that all invoices for ECC financial system, development payables and tax credit payables including HANH, Glendower, 360 Management Group and all other affiliates are processed accurately and in a timely manner.
2. Create and oversee a process to ensure that all invoices have appropriate documentation and approval prior to payment.
3. Acts as liaison between all companies' accounts payable departments including communicating with companies accounts payable departments.
4. Answers all vendor inquiries on a timely basis.
5. Maintains and ensures that all accounts payable reports, spreadsheets and corporate accounts payable files are accurate and up to date.
6. Assists in monthly closings.
7. Prepares monthly reconciliation of aged accounts payable report with the general ledger, analysis of accounts, as required.
8. Performs filing and coping.

9. Communicates all activities with the Finance Manager.
10. Successfully manages all vendor responsibilities.
11. Responsible for ensuring all negotiated contracts are paid timely as agreed on.
12. Manages and completes all projects as assigned using their discretion and experience.
13. Performs all other duties as assigned.

EDUCATION AND EXPERIENCE

High School Diploma, with minimum four years of high volume A/P experience or

Associates Degree with a minimum of one-year experience in procurements.

APPLICATION AND SUBMISSION

THE HOUSING AUTHORITY, NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY.

All applications and resumes must be in the HR Office on or before April 29, 2022.

Resume submission without applications to HANH at 360 Orange Street, New Haven, CT 06511, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org Job descriptions & Applications may be obtained from the address above, The Housing Authority accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022 or Ext. 1025 or TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V