



JOB TITLE: Accounts Payable Clerk

EMPLOYER: ReBUILD Metro, Inc.

DEPARTMENT: Finance and Accounting

REPORTS TO: Controller

EFFECTIVE DATE: 2/23/2023

MISSION: The mission of ReBUILD Metro is to strengthen neighborhoods by rebuilding homes, restoring whole blocks, and fostering enduring community relationships. We work to ensure that everyone in the communities we serve has a decent and affordable home in a stable and safe environment.

SUMMARY: The Accounts Payable Clerk is responsible for performing accounts payable functions and providing support to the finance & accounting department.

DUTIES AND RESPONSIBILITIES:

- Processes invoices for payment; prints and mails accounts payable checks.
- Performs data entry and spreadsheet management.
- Maintains accounts payable files and records.
- Responds to vendor and employee inquiries regarding invoices, expenses, and checks requests; assists with discrepancy reconciliation.
- Prepares and presents accounts payable reports as required.
- Assists with preparation of 1099s.
- Assists with monthly closings, journal entries, and bank statement reconciliation.
- Assists with related special projects as needed.
- Ensures that adequate internal controls are adhered to in all payable processes.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- High school diploma or general education degree (GED), one to three years of related experience and/or training, or equivalent combination of education and experience. Some college could be substituted for experience.
- Computer skills proficient on: Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook)
- 10-key by touch.
- Demonstrated ability to calculate figures and amounts.
- Acute attention to detail.
- Strong organizational skills.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Ability to understand and follow written and verbal instructions.



COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision
- Occasionally required to lift/push/carry items less than 25 pounds.
- Additional remarks regarding work environment This role routinely uses standard office equipment such as computers, calculators, telephones, photocopiers, filing cabinets and fax machines. Must be able to work in an open space office environment.

ReBUILD Metro offers a competitive salary with a comprehensive benefits package.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.