



## **JOB DESCRIPTION**

**Abode Services** is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

The **Accounts Payable Accounting Associate** ensures the accurate and timely processing of disbursements, either through checks or electronic means, in an efficient, timely, and accurate manner for Abode Services. This position will be responsible for processing invoices using Intacct and Wells Fargo's Purchase Card. This position will engage with multiple business partners and requires the ability to support and balance changing needs and priorities. This is a full-time, nonexempt position reporting to the Controller and located in Fremont.

### **Responsibilities**

- Accurately process all payables ensuring appropriate documentation, approvals, and program / funding / general ledger coding
- Prepare, obtain required signatures, and distribute checks
- Track and resolve outstanding Accounts Payable issues, reconcile vendor statements
- Maintain complete Accounts Payable files
- Ensure monthly accruals are posted as required, assist in month end closing
- Verify vendor accounts by reconciling monthly statements, enter new or update vendor names and data in appropriate systems
- Ensure W-9s are on file as required
- Process annual 1099 statements, including IRS filing
- Protect organization's value by keeping information confidential

### **Qualifications:**

- High degree of accuracy, attention to detail and confidentiality
- Proficiency in MS Office, and knowledge of applicable accounts payable / general ledger systems and procedures, and chart of accounts
- Excellent analytical, problem solving, and decision making skills
- Effective verbal, listening, and written communication skills
- Effective organizational, and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Professional attitude, an ability to work independently and in a team environment
- Knowledge of accounting principles, documentation skills, research and resolution skills, and data analysis Skills
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.*