

POSITION DESCRIPTION

Position: ACCOUNTS PAYABLE SPECIALIST
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: Finance
Reports to: Chief Financial Officer
www.uw.org

ORGANIZATION BACKGROUND AND EVOLUTION

For over 100 years, United Way of Salt Lake has served and strengthened the greater Salt Lake community. Established in 1904 as the Salt Lake Charity Association, its original mission was to help the poor, discourage panhandling, and coordinate the multiple programs serving the needy. During the past century, United Way of Salt Lake has changed as the community has changed.

Today, United Way of Salt Lake serves individuals and families in Davis, Salt Lake, Summit and Tooele counties. This four-county area represents approximately 1.4 million people or about 52% of Utah's population. United Way of Salt Lake also houses United Way 2-1-1, a statewide health and human service information phone line, which connects individuals and families to important resources and volunteer opportunities. United Way of Salt Lake is working collaboratively in new and innovative ways to change lives and build stronger communities. By bringing the right partners together to set goals, share data, track results, and align programs, United Way will not just help one child beat the odds, but change the odds for entire communities.

To change the odds, we focus on advancing the education, income stability, and health of our neighborhoods and communities. These are the building blocks for a good life—a quality education that leads to a stable job, enough income to support a family through retirement, and good health. Our goal is to create self-reliance by ensuring that every child succeeds, every step of the way, from cradle to career.

United Way of Salt Lake's promise is to create opportunities so that all children and families, regardless of their circumstances, have the same chances to succeed in school and life. The long-term effects benefit all of us.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever-changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of management are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. The internal focus continues to be on high level results – communicating, aligning and integrating around the organizational goals.

POSITION OVERVIEW

The Accounts Payable Clerk works under the direction of the Chief Financial Officer and is responsible for overseeing accounts payable and providing financial administrative and clerical services for the Finance Department.

KEY RESPONSIBILITIES

1. Receive and review invoices for accuracy
2. Review and resolve any financial discrepancies within invoices
3. Code invoices, purchase order requests, and employee reimbursements for data entry
4. Process payments and monitor payment schedules
5. Reconcile company credit cards monthly
6. Coordinate with others to maintain accurate records
7. Maintain vendor files
8. Maintain fixed assets records and depreciation schedules
9. Maintain fixed assets inventory and tagging
10. Verify that transactions comply with internal financial policies and procedures
11. Other duties as assigned

POSITION REQUIREMENTS

Qualified candidates will possess following knowledge, skills, and abilities:

- Great communication and organizational skills
- Strong problem-solving abilities
- Detail-oriented
- Ability to work independently

MINIMUM QUALIFICATIONS

- Word – Intermediate experience
- Excel – Intermediate to Advanced
- Familiar with accounts payable functions
- Excellent verbal and written communication skills

SALARY INFORMATION

\$15.00 - \$17.00/hour

TO APPLY

Interested applicants should submit a cover letter, resume, and employment application. Employment applications can be found at <http://www.uw.org/about-us/careers/>.