



JOB DESCRIPTION

Job Title: Staff Accountant, Accounts Payable

Department: Finance

Reports To: Accounting Manager

FLSA Status: Non-Exempt (Hourly)

Salary Info: \$29.81 – \$34.62 per hour

Position Summary: To provide financial, clerical and administrative services to ensure efficient, timely and accurate payment of vendor accounts. Assist with cash management and accurate job costing.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Specific Responsibilities:

- Enter invoices into the ERP system, and manage exceptions identified by accounts payable automation platform.
- Prepare check runs and upload into payment processing platform for approval by management.
- Review vendor statements and reconcile to ERP system.
- Review accounts payable aging, accrued liability and vendor deposit reports weekly and utilize these reports to identify errors.
- Prepare month-end reconciliations for accounts payable aging, credit card payable, accrued liability, vendor deposit and other liability accounts as assigned.
- Manage reimbursable expenses and upload activity into ERP system.
- Utilize Microsoft Excel to generate pivot tables, filter and sort reports, and calculate KPI's.
- Maintain an organized filing system for all vendor invoices, W-9's and internal reconciliations.
- Maintain current subcontractor COI's and ensure all vendors have current sales tax exemption certificates on file.
- Manage accurate job costing of product, labor and reimbursable expenses.
- Generate reports as requested by management.
- Provide recommendations to management to help improve processes, add value, and cut costs where applicable.

2. Serve as a Steward if iSpace Core Values and Brand

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone.
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other.
- We Are **OWNERS**: We are 100% employee owned. We think and act like owners, making every decision count for our collective success.

3. Other duties as needed to meet business needs.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Analytical Skills – Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.

Business Acumen - Aligns work with strategic goals. Conducts cost-benefit analyses. Demonstrates knowledge of market and competition. Displays orientation to profitability. Understands business implications of decisions.

Business Ethics - Inspires the trust of others. Keeps commitments. Treats people with respect. Works with integrity and ethically. Upholds and aligns with the organizations Mission, Vision, and Core Values.

Cost Consciousness – Works within approved budget. Conserves organizational resources. Develops and implements cost saving measures. Contributes to profits and revenue.

Leadership – Exhibits confidence in self and others. Inspires respect and trust. Motivates others to perform well. Reacts well under pressure. Shows courage to take action.

Education/Experience: Bachelor's in Accounting, Business Administration, or Economics, or Associates Degree plus 1-2 years of experience, or four years' related experience.

**Computer Skills:**

Highly proficient in Microsoft Office tools, including Word, Excel and Outlook, and modular accounting software experience.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date

iSPACE environments is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, status with regard to public assistance, or any other basis under law.