SENATE FINANCE – ACCOUNTS PAYABLE SPECIALIST

SUMMARY:

Under the direction of the Director of the Senate Business Office and supervised by the Finance Manager, the Accounts Payable Specialist is responsible for all aspects of accounts payable information and processing. Additional duties include preparing monthly journal entries, auditing travel reimbursement mileage, assisting with the annual financial audit and maintaining central files for the Finance Department. The Accounts Payable Specialist provides support for various accounting functions and assists the Finance department with special projects and other administrative work as assigned.

ESSENTIAL JOB FUNCTIONS:

- Processes vendor payments and controls expenses by verifying against receiving documents and resolving any purchase order, contract, or invoice discrepancies
- Ensures credit is received for all outstanding vendor credit memos
- Works closely with vendors to resolve past due invoices and reconcile monthly statements
- Processes employee reimbursements and verifies compliance with Senate guidelines
- Monitors for failed EFTs and coordinates replacement payments as needed
- Reconciles payment details between the Senate’s in-house accounting system and the State of Michigan accounting system
- Audits travel reimbursement mileage and verifies compliance with Senate Policies and Procedures
- Prepares monthly journal entries to record inter-department general store and postage purchases and posts all entries in a timely fashion
- Assists with the annual financial audit by pulling requested documents, updating narratives, and preparing schedules
- Assists the Finance Manager with record keeping for Information Requests from media and other external parties
- Completes bank reconciliation for bond related accounts
- Manages Finance Department central files and document organization, including following retention policies and coordination with off-site Record Center

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists Finance Department with the creation and maintenance of accounting reports, spreadsheets, and documents as needed
- Assists Purchasing Agents with annual renewal of subscriptions and other services as needed
- Coordinates update of Senator Basic Information posted on the Senate public website
• Provides administrative support to the Finance team as directed by the Finance Manager
• Performs all other duties as assigned by the Director of the Senate Business Office and Finance Manager

EDUCATION/EXPERIENCE:

• Associates degree in Accounting, Business, or related field
• Minimum of three years accounts payable and/or bookkeeping experience
• Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

• Excellent verbal and written communication skills
• Superior organizational and time management skills
• Strong attention to detail and accuracy
• Knowledge of accounts payable/general ledger systems and procedures
• Basic accounting principles knowledge and documentation skills
• Demonstrated proficiency with Microsoft Word and Excel
• Knowledge of operating standard office equipment
• Ability to prioritize multiple tasks in a fast-paced environment, and work within time frames that may be rigid, or subject to change on short notice
• Ability to learn procedures/processes in multiple areas
• Ability to work outside of prescribed hours when necessary
• Ability to maintain confidential information
• Ability to work in a professional and nonpartisan manner
• Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package
SALARY: $36,000 - $46,000, based on experience
GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume by 5:00 pm, Friday March 6 to:

PO Box 30036
Lansing, MI 48909
Email: resume@senate.michigan.gov
The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.