

SC Staffing & Consulting

<https://www.sconconsultingllp.com/job/accounts-payable-lead/>

Accounts Payable Lead

Description

Job Summary

Our client is looking for a Accounts Payable Lead to work full-time remotely on a temporary basis. Assignments are approximately thirty to sixty days. To be considered candidates must have a laptop or desktop computer with access to Windows 10 and Internet access.

Responsibilities

- Lead level of work reviewing, verifying, recording, adjusting and balancing financial transactions. Employees in this classification assign, review and approve the work and train lower-level Fiscal Accounts Clerks.
- Leads and oversees work of Account Payroll Clerks.
- Manages invoice source documents in MoveIt database system, reviews assigned invoice source documents for discrepancies, allocates assignments to AP Clerks, moves completed records to Completed folder daily.
- Analyzes, reviews and compares invoice source documents to ensure name, address and federal ID# located on Grant or Loan Terms Agreement Forms matches the accompanying W9 form exactly and to ensures both forms are not missing any key data elements (signatures, dates, dollar figures, etc.)
- Communicates and refers invoice source document discrepancies to Check Processing Manager for resolution before assignment to Fiscal Account Clerks.
- Reviews and approves the work of Accounts Payable Clerks. Verifies that transactions posted by the Clerks were entered correctly and accurately into the accounting system, take action to resolve discrepancies, or if needed, notify Check Processing Manager of discrepancies that cannot be resolved by the AP Lead.
- Maintains accurate data by entering and updating accounts when additional source documents are received.
- Tracks daily transactions and reports completed work assignments to Check Processing Manager.
- Communicates with external and internal customers regarding incomplete or inaccurate invoices or reports or delinquent accounts.

Qualifications

- Attention to detail and accuracy.
- Effective communication skills.
- Problem analysis and problem-solving skills.
- Team work.
- Organization skills.
- Ability to prioritize and complete work within deadlines.
- Ability to use computer and various software packages to input and extract data.
- Knowledge of the principles and practices of reviewing, verifying and recording.
- Prior State fiscal experience and knowledge of FMIS (a plus not

Hiring organization

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Employment Type

Temporary, Full time

Job Location

Remote work possible

Date posted

May 11, 2020

mandatory).

- Education: Graduation from an accredited high school or possession of a high school equivalency certificate.
- Experience: Two years of experience reviewing, verifying, data entry of lower-level employees. Accounts payable or general accounting experience including recording, adjusting and balancing financial transactions.
- Proficient in data entry management.