



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2022-20**

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Accounts Payable Specialist

FLSA Status: Non-Exempt

Work Location: 602 N. Staples

Department: Finance & Accounting

Reports To: Director of Finance

Pay Grade: 19 **Salary:** \$21.53 HR

General Summary: Under the direct supervision of the Director of Finance, this position is responsible for timely and accurate coordination and processing of the accounts payable process.

Essential and Marginal Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Managing accounts payable using accounting software and excel spreadsheets designed for cost analysis.
- Ensuring invoices are paid in a timely and accurate manner while adhering to compliance procedures.
- Maintains tracking log of invoice activity.
- Reconciles monthly vendor statements.
- Reviews and handles incoming items for processing.
- Prepares and processes accounts payable items, which includes matching invoices with appropriate supporting documentation for purchase orders, credit cards, and other payment requests.
- Obtains and ensures the appropriate coding and authorization signatures.
- Researches issues such as unknown invoices, inquiries and discrepancies.
- Issues checks and coordinates electronic payments using the appropriate signatures/authorization to pay; responsible for record retention of all accounts payable supporting documentation.
- Responsible for weekly reconciliation of transactions, providing copies of fixed asset documentation to appropriate personnel, updating information on relevant spreadsheets, maintaining travel advance records, following up on pending items and maintaining retainers payable records.
- Assists with year-end physical inventory of parts and fixed asset inventory.
- Assists in retrieving data for annual audits.
- Tracking contract activity to ensure all processes are accurately processed through the Finance department.
- Updates tracking grant expenditure worksheets and produces drawdown request.
- Disburses checks and processes electronic (ACH) payments as appropriate.
- Handles vendor inquiries.
- Coordinates, reviews and processes organization's credit card transactions.
- Responsible for tracking fuel cost and usage including electric – CNG station.
- Maintains several spreadsheets that collect data for analysis.
- Follows up on various accounts payable issues and organization's travel advances.
- Processes annual IRS form 1099 and related tax reporting.
- Records retention officer for the Finance department.
- Primary backup for the Revenue Counters.
- Performs W-9 verification of information provided to ensure TIN and entity name and organizational structure are reported correctly and reflected accurately in the AP Vendor database set up process.
- Serves as the primary contact for vendor registration in the B2GNow system. Must have the patience to assist vendors through the process.
- Responsible for updating and managing official AP forms and templates
- Responsible for filing the filing system of all AP documents
- Maintains a dependable attendance record.

- Complies with Regional Transportation Authority polices and procedures and local, state and government regulations.
- Maintains confidentiality regarding all CCRTA related business information and personnel issues.
- Establishes & maintains effective and professional working relationships with those contacted in the course of work.
- Performs other duties as assigned.

It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Accounts payables procedures, accounting systems, and cash management practices;
- Financial audits and banking practices;
- Automated accounting, spreadsheet, data base and word processing software;
- Basic knowledge of recordkeeping, accounting and budget practices and procedures;
- Effective time management;
- Modern office procedures, methods, office and computer equipment;
- Demonstrated superior verbal and written communication skills;
- Demonstrated analytical and problem solving skills;
- Demonstrated excellent interpersonal relationship and teambuilding skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Balance accounts;
- Create and maintain reports through use of computer software;
- Follow directions and meet established deadlines;
- Communicate effectively verbally and in writing;
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Multi-task and work with a diverse group of people;
- Exercise independent judgment and responsible decision making;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Basic math skills;
- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter;
- Type at a speed necessary for successful job performance;
- Mathematical and ten-key calculator skills;
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s); and
- Proficiency in Microsoft Word and/or similar word processing application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate degree from a two-year college or accredited business school.
- **Experience:** Minimum four (4) year's work experience; prefer accounts payable processing experience.

- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, Non-DOT physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V