



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Accounts Payable Coordinator, Finance, Full Time (37.5 hrs/wk)

WCAC is seeking a full time Accounts Payable Coordinator responsible for purchasing functions for the Agency, overseeing the processing of invoices and payments.

Qualifications:

- Associate's or Bachelor's degree in business, accounting, finance or related field preferred. High School Diploma or HiSET equivalent with 4 or more years experience in accounts payable, bookkeeping or related functions may be substituted for academic degree.
- Knowledge of basic accounting principles and procedures.
- Strong computer skills and ability to utilize Microsoft Office applications.
- Ability to communicate and work effectively with WCAC staff, the finance team and outside agencies.
- Strong attention to detail and organizational abilities.
- Must demonstrate the ability to work with confidential records.
- Prior supervisory experience a plus.

Duties and Responsibilities:

- Responsible for maintaining the Accounts Payable system for WCAC and performing all functions of the AP cycle.
- Supervise the AP Assistant; assign tasks, communicate requirements, provide feedback and monitor quality of work.
- Provide purchasing support to Agency program managers to ensure that comparative bids and documentation are obtained for purchases in accordance with Agency guidelines.
- Ensure that invoices are accurately prepared for data entry: determine the "effective date" of the invoice/expense, review or enter coding, obtain proper approvals for invoices without Purchase Orders or Service Agreements and determine payment date.
- Enter approved AP invoices into payable system.
- Review and analyze Agency cash balances to ensure that all invoices are paid in a timely manner, meeting vendor requirements and taking advantage of any payment discounts available.
- Enter and maintain vendor files, W-9's and insurance certificates as necessary.
- Sort and match Purchase Orders / Service Agreements and packing slips with incoming invoices.
- Sort and attach all supporting documents with the copy of checks, and distribute / mail checks out to vendors.
- Prepare cash requirements report to review with CFO or Senior Accountant to determine invoices for payment.
- Process manual checks or voided checks as necessary.
- Develop and implement improvements to Accounts Payable systems and procedures.
- Ensure that the AP files are accurately maintained and updated.
- Provide backup and support to Accounts Receivable, bank deposits, etc.
- Prepare and issue 1099 Forms at end of each calendar year.

Send cover letter and resume specifying position via email to hr@wcac.net or to the Human Resource Department, Worcester Community Action Council, 484 Main St, 2nd Floor, Worcester, MA 01608. **Application deadline is March 6, 2020.**

Worcester Community Action Council, Inc. is committed to a policy of equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, physical or mental disability, pregnancy or pregnancy related condition, sexual orientation, gender identification, genetic information, membership in the uniformed services or any other classification which is protected under state or federal law.