

Documentation and Account Specialist Level I

FLSA Status:	Non-Exempt
Type:	Hourly
Job Classification:	Functional and Logistical Support
Reports to:	Director of Business Services

This position is responsible for completing key Business Office processes such as Accounts Payable, Payroll and vendor invoice processing as outlined in existing manuals, processes and checklists. The Documentation and Account Specialist position interfaces with other members of the Business Office department and is a key link to ensure all tasks are completed accurately, in a timely manner and according to established processes.

Essential Functions:

- Prepare weekly Accounts Payable reports for approval by supervisor. Utilizing an online expense system, generate an Excel report of expenses requiring payment, verify the accuracy of information related to each payment, and compile all necessary documentation into an Accounts Payable report.
- Input organizational invoices into online accounting system for payment processing. Verify the accuracy of vendor invoices and identify errors requiring further review.
- Review biweekly Payroll reports for accuracy prior to submission. Utilizing an online timesheet system, review employee timesheets and an Excel payroll report for accuracy. Prior to payroll submission, verify the accuracy of all aspects of final payroll reports, including correct information about payroll hours and payroll deductions.
- Contact outside vendors to request information and/or documents, complete paperwork, follow up on invoices, and update contact information as needed.
- Compare and crosscheck various documents and reports using Excel and online expense and timesheet system information to ensure accuracy. This includes but is not limited to comparing invoices against payroll deduction reports, ensuring that vendors have completed W9s and other necessary documentation.
- Oversee the internal credit card reconciliation process. Processing the credit card statement for payment utilizing Excel reports and online expense system information, verifying the accuracy of information related to each payment, and compiling complete documentation.
- Serve as Admin and organizational point of contact for all assigned technology systems, including Vonage, Verizon, IBM (SPSS) and Microsoft 365. Manage user account creation and deletion, troubleshoot with internal staff and/or external support as needed. Provide employee on-boarding training on these and other key systems as assigned.

- Prepare and update technology sign-out forms as needed and maintain files of completed sign out forms and verify assignments against master inventory sheet. Troubleshoot any discrepancies with internal staff.
- Obtains information, both internally and externally as needed and requested.
- Identifies and alerts supervisor to process inconsistencies and/or gaps.
- Other duties as assigned.

Knowledge Skills and Abilities

- Must be detail-oriented and meticulous
- Excellent organizational skills
- High level of comfort with technology and working with online systems, as well as proficiency in Microsoft Excel
- Maintain confidentiality and privacy of records at all times
- Must work with a high degree of accuracy
- Ability to perform assigned work independently
- Spanish language skills preferred

Required Education and Experience

- High school graduation required; Associate's Degree preferred

Additional Information

- Full-time position
- This position may require travel up to 5% of the time, this percentage reflects travel both locally AND nationally.