

**LOUISIANA BAR FOUNDATION
FINANCE DEPARTMENT
POSITION DESCRIPTION**

POSITION: Accounts Payable Associate

STATUS: Non-Exempt

REPORTS TO: Chief Financial Officer

POSITION SUMMARY: Accounts Payable Associate shall work under the direction of the Chief Financial Officer to perform accounting and clerical duties related to the efficient maintenance and processing of receipts and accounts payable transactions.

PRIMARY FUNCTIONS:

- Verify vendor invoices and prepare appropriate request forms for all expenses.
- Coordinates obtaining approval of expense requests by Executive Director/CEO and other authorized individual(s).
- Process approved ACH payments, as necessary.
- Respond to department requests for forms, documents, etc.
- Prepare monthly billing statements and Fellows' dues reminders.
- Responsible for paper and electronic filing for Finance Department, including deposit receipts, expense approvals, check copies, and bank statements.
- Enter receipts from donors into donor management system and prepare data import for entry into accounting software by CFO.
- Prepare all bank deposits for cash receipts and generate corresponding tax statements.
- Review quarterly financial reports submitted by grantees to ensure budgetary compliance and report discrepancies to CFO. If there are no discrepancies, sign budgetary compliance form.
- Once budgetary compliance form has been signed, post payment information to grantee database.
- Assist CFO with analysis of grantee audit reports.
- Assist with all Finance Department mailings by stuffing envelopes, adding postage and other tasks as requested.
- Other projects as directed by CFO or IOLTA Manager.

QUALIFICATIONS:

- Ability to analyze, think critically, organize and set priorities
- Ability to work independently and to exercise judgment
- Ability to adapt to changing circumstances and to work quickly under pressure
- Minimum 2 years' experience with electronic data processing using and manipulating MS Excel spreadsheets, and proving and posting financial transactions
- Ability to visualize, structure and prepare materials relating to information system
- Excellent written and verbal communication skills
- Demonstrated ability to communicate and work successfully with people of diverse background
- Some college preferred