

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Accounts Payable Assistant
DIVISION/OFFICE: Office of Finance
BULLETIN No: 02112020
SALARY RANGE: \$37,000 to \$42,000 (Commensurate with experience)
OPENING DATE: November 9, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Responsible for entering all invoices, purchase orders and vouchers into the accounts payable system; follow-up on documents sent back to program managers for corrections; maintain accurate and up to date vendor information..

BRIEF DESCRIPTION:

Perform data entry of all invoices, purchase orders and vouchers into the accounts payable system after review by the Accounts Payable Supervisor. Process payments of all advances, including out-of-town travel advances and cash advances. Process petty cash disbursements. Process monthly payments to delegate agencies and sub-grantees, upon approval. Stamp invoices “PAID” after checks are processed. Maintain accurate and up-to-date vendor information to avoid duplicate or erroneous data. Enter new vendor code in the accounts payable system consistent with existing procedure. Update names, addresses and vendor codes in the accounts payable system.

MINIMUM QUALIFICATIONS:

High school diploma or GED and a minimum of two years of experience working in a business office/administrative environment; or at least five years of experience working in a business office/administrative environment with two of those years in an accounts payable function. Ability to effectively use Microsoft Office programs (Word, Excel, Outlook and Power Point) and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Associates degree, or equivalent college-level courses, in a related field.

OTHER REQUIREMENTS

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**UPO Vacancy Announcement
Accounts Payables Assistant
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This position IS NOT covered under the collective bargaining agreement

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING
To be considered for this position:**

**Submit your resume to upojobs@upo.org or fax your resume to
202/319-3237.**