

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 Specialist
DIVISION/OFFICE: Office of Finance
BULLETIN No: 03082022
HOURLY RANGE: \$24 to \$31 per hour (Commensurate with experience)
OPENING DATE: August 8, 2022
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:

Review and process vouchers in compliance with UPO policies and procedures; identify vendor payment terms, discounts, and debit adjustments. Process payments of all advances, including out-of-town travel advances and cash advances. Process petty cash disbursements. Process monthly rental payments to sub-grantees, and contractors, upon approval. Maintain complete, accurate, up-to-date vendor information in the accounting system. Responsible for maintaining a filing system for all vendor files. Reconcile accounts payable sub-ledger to general ledger each month to ensure that all bills and payments are accounted for and correctly posted. Provide support to the Unclaimed Property reporting process. Support the annual preparation and submission of Form 1099 files. Support the weekly check run and positive pay submission.

MINIMUM QUALIFICATIONS:

High school diploma or GED and a minimum of two years of experience working in a business environment, preferably 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 verbally.

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.

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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.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

This position IS NOT covered under the collective bargaining agreement

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your cover letter and resume to the Career Center Online. [Apply Here](#)