



Accounting Specialist – Accounts Payable

Department: Administrative Services

Location: Kent, WA

FLSA Status: Non-Exempt

Reports to: Accounting Supervisor

Prepared/Revised Date: September 2024

About the Position

The Accounting Specialist for accounts payable ensures vendor invoices are posted and paid accurately and on time. Incumbents in the position provides exceptional service to both internal and external customers.

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

- Receives, verifies, reconciles, and processes invoices in a timely and efficient manner in accordance with District policies and procedures
- Accurately prepares and maintains financial information and documentation
- Utilizes utility billing software to support billing process
- Verifies cashier's receipts
- Prepares daily bank deposits
- Incorporates fixed assets to the system, tracks depreciation and performs applicable audits
- Tracks and maintains asset inventory
- Posts general ledger journal entries
- Provides back-up support for accounts receivable, Customer Service Department and other administrative duties, as needed
- This position requires employee to be physically onsite to assist and respond to walk in customer needs

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience and/or Skills:

- AA degree in Accounting or equivalent and 2+ years related experience and/or training; or equivalent combination of education and experience
- Competent in MS Office Suite, Excel proficiency a plus
- Experience using Caselle financial software and/or Northstar billing software
- Understanding and experience with general ledgers
- Ability to perform basic math skills, including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent
- Display a willingness to make timely decisions supported by sound and accurate judgment and include appropriate people in decision-making process
- Strong desire to meet and exceed customer expectations and follow through on assigned tasks to meet deadlines
- Able to multi-task and change priorities quickly when needed

- Excellent organizational skills and high attention to detail
- Strong oral and written communication skills with good interpersonal and phone etiquette
- Ability to create good working relationships with co-workers and the public, and ability to work well under pressure and stay calm in stressful situations
- Self-motivated and flexible with the ability to work independently with frequent interruptions
- Must maintain confidentiality and discretion regarding sensitive information

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, an employee is constantly required to sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand, stoop, kneel, climb or crouch. Specific vision abilities required by this position include close vision and ability to adjust focus. The employee is constantly required to lift, carry, push, or pull up to ten (10) pounds; occasionally required to lift, carry, push, or pull up to twenty-five (25) pounds; seldomly required to lift, carry, push, or pull up to fifty (50) pounds.

Work Environment:

- The position is located within an office work environment and the noise level is usually quiet to moderate.
- The employee is seldomly exposed to outdoor weather conditions.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Highline Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.