

Job Title: Accounts Payable and Contract Specialist

Job Description: The Accounts Payable and Contract Specialist role is responsible for the day-to-day accounting activities in conjunction with other members of the Finance team. The Accounts Payable and Contract Specialist supports the mission, values and vision of CHP and follows all compliance protocols.

Responsibilities/Duties:

- Prepares all accounts payable invoices and ensures accompanying purchase orders are complete and ready for entry into accounting software;
- Maintains accounts payable files;
- Processes all accounts payable checks in accordance with applicable invoice due dates;
- Custodian of the operating account check supply;
- Maintains and tracks cash flow of the operating, payroll and Athena checking account registers;
- Makes bank deposits at local bank branch;
- Acts as custodian of Administrative petty cash and postage supply;
- Reconciles Administrative petty cash on a monthly basis;
- Verifies program manager reconciliations of program petty cash and cash drawers;
- Records insurance receivable entries in accounting software for both the operating and clearing accounts;
- Approves transfers of funds from clearing account to operating account as needed;
- Performs quarterly 340B program reconciliation;
- Maintains agency inventory spreadsheet with associated costs and performs semi-annual physical inventories at each site;
- Performs other billing and associated reconciliations;
- Creates and maintains relevant databases;
- Conducts appropriate analytical related reporting as needed
- Participates in department meetings on a regular basis;
- Performs other related duties or tasks as requested by Supervisor;

Knowledge and Skills:

- Ability to understand and analyze accounting information to develop process re-engineering based on business needs
- Able to research and interpret complex regulations
- Knowledge of accounting software, spreadsheet software
- Confidently deals with a variety of situations where only limited standardization exists

Education/Experience:

Position requires a level of specialized knowledge normally acquires through an Associate's degree in a related Financial of Business field or a combination of education and experience of 5 or more years

Position: full-time; benefits eligible

Location: Great Barrington, MA

Compensation: Salary is commensurate with experience