**Accounts Payable Administrator**

The General Council on Finance and Administration (GCFA) is seeking qualified candidates for the position of Accounts Payable Administrator. This candidate will report to the Accounting Manager and be responsible for performing a variety of accounting functions to support the accounting department. This role will be primarily responsible for all Accounts Payable, keying agencies’ journal entries and related reporting responsibilities. The selected candidate will assist in handling other departmental administrative functions as assigned.

**Essential functions:**

* Review vendor invoices, check requests, and manual expense reports for accuracy and appropriate general ledger coding, and key these transactions into the Great Plains accounting system. Scan and attach supporting documentation to the system transaction. Build check/EFT batches for approval and print check batches once approved by the Accounting Manager or Controller.
* Review accounts payable documentation, ensuring proper approvals and back-up documentation.
* Key journal entries, scanning, and attaching supporting documentation to the system transactions.
* Review transaction general ledger coding and ensure accounting documents are keyed accurately and on a timely basis.
* Print all agencies payable checks and process all agencies weekly EFT payment files.
* Serve as a back-up to receive billing / invoicing requests and key transactions into the Sales module of Great Plains. Distribute invoices to applicable recipients.
* Accurately prepare, issue, and submit 1099-MISC, 1096-NEC and 1096 reports in a timely fashion.
* Other duties as assigned or directed by the supervisor.

**Qualifications:**

* Minimum of an Associate of Arts or Associate of Science (2 year) college degree required.
* 1-3 years of accounting experience in cash receipts, and accounts payable required.
* Familiarity with the Great Plains accounting system, Microsoft Word and Excel.

**Go to link to apply:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=273245&clientkey=E1CB377AF1A59C982D4A8BC33247365B>

**Closing Date:**

04/22/2025

*GCFA is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.*

*No Staffing Agencies or Recruitment Firms*