

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



Accounts Payable Specialist Finance & HR Full Time, Non-Exempt

Starting Salary Range: \$29,843 - \$34,319
Salary Grade Range: \$29,843 - \$44,765

Posting Date: 8-3-17
Closing Date: Open Until Filled

Under general supervision, responsible for processing of accounts payable and assisting with various other accounting and administrative support functions of the Finance and H.R. Department.

MINIMUM QUALIFICATIONS: High School Diploma or GED; two years' experience in basic manual or EDP accounting required, preferably in the accounts payable area; general proficiency in Excel, Microsoft Word and accounting software.

PREFERRED QUALIFICATIONS: None.

LICENSES & CERTIFICATIONS: None.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext 4212 or ext 4231.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 1023
Date Approved: 07/17
Grade: 22

JOB TITLE: Accounts Payable Specialist
REPORTS TO: Director, Finance and Human Resources
DEPARTMENT: Finance and H.R.
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under general supervision, responsible for processing of accounts payable and assisting with various other accounting and administrative support functions of the Finance and H.R. Department.

MAJOR JOB RESPONSIBILITIES

Receives, opens, sorts, and distributes mail on a daily basis to finance and HR personnel. Date stamps invoices, opens and stamps Director's mail, except correspondence from Principal Financial Group.

Attaches invoices to packing list and inputs accounts payable data into computer. Compares purchase orders to invoices for accuracy, appropriate general ledger number, and correct signature levels. Sends incongruities to Purchasing for research and resolution.

Inputs accounts payable data into computer. Generates batches containing invoice information and amount to be paid. Prepares payment packages to include invoice and packing slips. Identifies any discrepancies and resolves as appropriate. Prepared information is given to Director, Finance and Human Resources for review and final approval to pay.

Prints checks to be issued, prepares Cash Disbursement Record, prints Check Register and forwards to the Director, Finance and Human Resources for approval. Sends Positive Pay record of checks issued to Bank for fraud protection. Copies checks and files payment package in Account Payables vendor files.

Enters general ledger numbers from SMAA purchasing transaction logs submitted from cardholders weekly. Prepares reports for payment by the Director, Finance and Human Resources.

Acts as Authority's first contact for inquiries from vendors and others regarding accounts payable issues. Answers questions and provides information as appropriate.

Prints and distribute Department Budget Reports monthly.

Prepares monthly Travel Reports.

Balance and update several accounts to General Ledger monthly.

Maintains vendor W-9 files.

Distributes Form 1099 Misc. to vendors at year end.

Performs year end processing for Accounts Payable.

Provides necessary copies and documentation to SMAA staff as needed (i.e. check copies, backup documentation, reports, etc.).

Responsible for the maintenance of accounts payable vendor files and historical and current payment data.

Prepares accounts payable records for transfer to Records Retention on a timely basis.

Maintains listing of blanket purchase orders and updates payments made against the purchase order.

Other Job Responsibilities:

Performs various administrative support duties for the Director, Finance and Human Resources.

Assists the Director, Finance and Human Resources in special projects.

Maintains petty cash processing.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Calculator, Copier, Office Machines

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

High School Diploma or GED.

Two years' experience in basic manual or EDP accounting required, preferably in the accounts payable area.

General proficiency in Excel, Microsoft Word and accounting software.

Licenses and Certifications:

None.

Knowledge, Skills, and Abilities:

Knowledge of general office and accounting procedures.

Knowledge of Excel, Microsoft Word and other computer programs.

Knowledge of computer operations.

Ability to perform basic accounting duties.

Ability to compile and maintain account records in a complete and logical manner.

Ability to pay attention to detail.

Ability to develop and maintain effective working relationships with superiors, fellow employees, and the general public.

Ability to communicate clearly and effectively orally.

Ability to write clearly and effectively, preferred.

Physical Requirements:

The Accounts Payable Specialist must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As an Accounts Payable Specialist, the employee must have the mental capacity to provide support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the Director, Finance and Human Resources.

Environmental Requirements:

The Accounts Payable Specialist generally works in an office environment.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Accounts Payable Specialist if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Accounts Payable Specialist and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**



Physical/Mental Requirements

Job Title: Accounts Payable Specialist

Job Code: 1023

Date: 07/17

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting				
1-10 lbs.	X			
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying	X			
Reaching		X		
Climbing				X
Driving				X
Written Communication	X			
Oral Communication	X			
Reading	X			
Hand Dexterity		X		
Reasoning	X			
Decision Making	X			
Analyzing	X			
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:	Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period
Travel Insurance	Immediate
Employee Assistance Program	Immediate
Short-Term Disability (100% paid by SMAA)	1 year
Sick-Time	90 days
Vacation Leave	6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months
Reimbursement for Continuing Education	6 months
Floating Holidays	6 months
National Holidays	Immediate
Special Discount Programs (Varies)	Immediate
Voluntary/Optional Benefits:	Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period