



## **Position Title: Accounts Payable Associate**

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**Department: Finance**  
**Location: Anchorage**  
**FLSA: Non-exempt**  
**Reports To: CFO**  
**Approved By: CEO**  
**Revision Date: 09/07/2018**  
**Effective Date: 01/01/2013**

### **Position Description**

- Accounts Payable Associate with the primary responsibility to perform ASTAC's accounts payable function

### **Principle Accountabilities**

- Perform the accounts payable function (as outlined on monthly close schedule)
- Ensure entries into accounts payable module are appropriate and accurate
  - Monitor incoming emails and print vendor documents
  - Review invoices and checks requests
  - Code, sort and match invoices and check requests to packing slips (if applicable)
  - Enter invoices and check requests into system for payment
  - Process check runs (check, ACH payments and wire transfers)
  - Reconcile payments
  - Prepare analysis as required
  - Monitor due dates to ensure payments are timely and ensure no late fees are incurred
  - Ensure all discounts are taken
  - Resolve invoice discrepancies
  - Work with others, internally and externally, to ensure accuracy and timeliness of invoice processing
  - Maintain vendor files in compliance with relevant laws, regulations, technical standards and ASTAC internal controls
  - Prepare annual 1099 forms and transmittal
  - Ensure records are complete and accurate
- Perform GL functions such as reconciliations and journal entries as required
- Complete daily bank deposit
- Interface with audit team, consultants and others as needed
- Provide backup to other functions as needed
- Work on special projects as requested
- Maintain accurate and complete records
- Prepare special reports and presentation materials as requested



- Automates processes to improve efficiency and reduce errors; continuously looks at assigned tasks for opportunities to automate

### **Additional Responsibilities**

- Sufficient equipment at your residence to ensure uninterrupted remote work at speeds close to speeds experienced while working in the office
- Recommend changes and improvements to policies and procedures to improve service and cost effectiveness
- Ensure readily available access to records for review as needed
- Provide training and support for ASTAC staff as needed
- Other duties as assigned

### **Knowledge, Skills, and Abilities**

- Strong organizational and communication skills (both written and verbal)
- Must be detail-oriented
- Problem-solving skills
- Ability to think independently
- Ability to see big picture
- Ability to manage multiple projects/priorities simultaneously as well as daily activities
- Ability to maintain confidentiality of information
- Must be flexible to work overtime, flexible schedule, and/or weekends if necessary
- Ability to work with a diverse group of people, individually and/or collectively
- Ability to stand, sit, stoop, kneel, walk, climb ladders, climb stairs
- Ability to lift at least 50 pounds
- Ability to travel to service area sites as needed
- Ability to attend industry association meetings/training as needed

### **Measures of Performance**

- Demonstrated knowledge of accounts payable best practices with goal of mastery (accuracy, timing, entry, approval, verification of routine entries, tracking of variances, questioning charges, encouragement of vendors to opt-in to ACH processing, etc)
- Proficiency in data entry and management
- Maintenance of confidential information
- Zero late fees
- Completes routine journal entries and GL reconciliations timely and accurately
- Accuracy, completeness and organization of records
- Compliance with published close schedule
- Knowledge of general ledger accounting practice
- Working knowledge of and compliance with internal controls
- Ensure all major processes are documented and up to date at all times
- Keeps accurate records in compliance with FCC retention policies (both current and historical)
- Compliance with FCC and GAAP accounting standards



- Working knowledge of multiple computer applications (accounts payable entry, accounts receivable billing, MS Office Suite)
- Demonstrated working knowledge of Microsoft Excel, including advanced functionality such as pivot tables, vlookups, etc
- Positive feedback from ASTAC staff on training and supporting related tasks
- Completion of SMART goals

### **Education and Experience Required**

- Associate of Arts or Associate of Science degree in accounting or related field with two years' experience (general accounting experience may be substituted for degree requirement)
- Telecommunications experience preferable

### **Acknowledgement**

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**Employee**

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**Supervisor**

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.