

Accounts Payable Clerk

A bit about Arizona Industries for the Blind (AIB).

AIB is a private non-profit organization, which provides meaningful employment and training opportunities for Arizonans who are blind.

AIB was established in 1952 with a mission to inspire individuals who are blind to pursue their maximum potential through creating, sustaining, and improving employment while providing the highest quality products and services to our customers.

AIB's mission is to...

- Inspire individuals who are blind to pursue their maximum potential through creating, sustaining, and improving employment while providing the highest quality products and services.

AIB's vision is...

· Every person who is blind or visually impaired, with the desire, will have meaningful, rewarding employment.

AIB's guiding principles in our daily work activities are...

- Do your best.
- Do the right thing.
- Treat others as you would like to be treated.

This is what AIB has to offer to you.

A professional work environment with a team who care for each other and the success of AIB.

A competitive rate of pay commensurate with experience.

Great benefits available to you right away.

- Low cost, quality medical, dental, and vision benefits.

- Voluntary life insurance and short-term disability benefits.
- AIB paid life insurance and long-term disability benefits.

Lots of paid time off, which start accruing on day one.

- Twelve days of annual leave.
- Twelve days of paid sick leave.
- Eleven paid holidays

An AIB sponsored retirement plan.

- A 401-k plan with a generous company matching contribution.
- Available after 90 days of employment.

Rate of pay range is \$17.50 to \$19.50 depending on experience and qualifications.

This is the person we are looking for to join AIB.

- Customer focused, enthusiastic, friendly, professional, and supportive to AIB employees, guests, and vendors.
- Has two (2) years of experience in Accounts Payable and related accounting activities.
- Experienced operating a computer, peripheral equipment, and office software.
- Advance skills in Microsoft Office along with knowledge of a fully integrated financial software system such as Visual Manufacturing or CounterPoint.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and practices of a not-for-profit business and fiscal management.
- Ability to process large volumes of paperwork in an accurate and timely manner.
- Great verbal, listening, and written communication skills in English.
- Someone who is detail oriented, an empowered decision maker/problem solver, team oriented/collaborative, and has a positive, can do attitude.

This is the position of Accounts Payable Clerk at AIB.

Summary:

The Accounts Payable Clerk, under the direction of the Chief Financial Officer (CFO), is responsible for work of considerable difficulty in performing the fiscal

services of Arizona Industries for the Blind (AIB) in Accounts Payable (A/P) activities, playing an integral role in the development of financial information.

Key Duties:

- Perform three-way match verification and other validations and enter accounts payable invoices into internal (Visual and CounterPoint) accounting systems.
- Ensure that checks are cut to vendors in a timely manner and, if applicable, update CounterPoint with check numbers.
- Collect the necessary documentation to set up new vendors and maintain the existing vendors.
- Assist in preparation of AIB written policies and procedures.
- May be required to work overtime as necessary
- Comply with the policies, procedures, and regulations of AIB.
- Perform other duties as directed.

Minimum Requirements:

- Minimum age of 18 years old.
- High School diploma or GED required.
- Must pass a nationwide background check and drug screening successfully.
- Possess a valid government issued identification.
- Two (2) years of experience in accounts payable or related accounting activities.
- Advanced skills in Microsoft Office and search engines.
- Knowledge of fully integrated financial software system such as Visual Manufacturing or CounterPoint.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and practices of a not-for-profit business and fiscal management.

- Ability to process large volumes of paperwork in an accurate and timely manner.
- Ability to demonstrate interpersonal relationship skills in all facets of job.
- Ability to read, write, and speak English.
- Ability to operate a computer, peripheral equipment, and software related to the program.
- Ability to operate common office equipment.
- Ability to follow oral and written instructions.

Qualifications:

- Empowered decision maker/problem solver.
- Ability to work independently with minimal supervision.
- Verbal, listening, and written communication skills.
- Detail oriented.
- Team oriented/collaborative.
- Possess a positive, can do attitude.

Working Conditions:

- Lift/transport items up to 40 pounds following safety guidelines.
- Professional office environment
- Subject mostly to inside work environment conditions.
- Stationary position requiring extended periods of sitting with occasional periods of moving/standing.

**AIB IS AN EQUAL EMPLOYMENT/AFFIRMATIVE ACTION/REASONABLE
ACCOMMODATION EMPLOYER**

As an equal opportunity employer, AIB will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, military or veteran status, race, color, national origin, age, religion, disability, sex, marital status, parental status, sexual orientation, gender identity, genetic.