Accounts Payable & Receivables Specialist  
U.S. Cotton Trust Protocol  
Climate Smart Cotton Program

GENERAL ASSIGNMENT
This position is responsible for the handling of all A/P and A/R transactions related to the U.S Cotton Trust Protocol. Additionally, the AP/AR specialist will collaborate with all internal and external Trust Protocol stakeholders as needed. Those stakeholders may include, but are not limited to, internal and external program employees, affiliates, vendors, sub awardees etc. This position also ensures that all invoices are paid according to Trust Protocol standard guidelines, and all A/R transactions are accurately reflected along with corresponding payments as they occur. Position reports directly to the Project Controller.

MAJOR RESPONSIBILITIES
- Receive invoices in for payment. Direct to Controller for g/l coding and approval.
- Maintain the Great Plains A/P database by entering in approved invoices for payment.
- Ensure proper and timely processing of invoices in the Great Plains A/P module, whether by ACH or check.
- Set-up new vendors as needed. Controller must approve all new vendors before setup. Specialist must follow new vendor set up protocol (request executed updated W-9, current banking information and A/R & A/P contact information).
- Initiate EFT payment in banking software for Controller to approve.
- Send remittances to vendors who receive electronic payments from Trust Protocol.
- Ensure that A/R billing system agrees with the G/L weekly. Work with field representatives to collect delinquent payments.
- Post weekly journal entries to record financial transactions related to A/P and A/R.
- Reconcile bank accounts monthly, ensuring that all activity is posted weekly (see above).
- Understand terms of the Trust Protocol grants to ensure that invoices are paid according to the grants’ terms and conditions.
- Other duties upon request.

QUALIFICATIONS
- Prefer BA/BS or Associate Degree in Accounting, Finance or other business-related field along with a minimum of 5 years of relevant experience.
- Strong aptitude and understanding of accounting terminology and processes.
- Ability to handle multiple tasks while adhering to strict deadlines.
- Excellent oral and written communication skills.
- Self-starter with efficient time management and organizational skills.
- Detail oriented and proactive in planning workflow and reporting.
- Candidate must possess first-rate analytical, quantitative and social skills; professional team player.

What makes an applicant stand out:
- Great Plains software experience, as well as MS Office
- Excellent written and verbal communication skills
- Experience in a high-volume A/P and A/R environment