Notice of Position Available

ACCOUNTING ASSISTANT II – Accounts Payable

Position Summary

The Accounting Assistant II – Accounts Payable is responsible for the full cycle of accounts payable operations for all UTLA entities, ensuring the accurate and timely processing of invoices, payments, reimbursements, and vendor-related transactions.

This position supports the Accounting Manager and broader Financial Services team by maintaining accurate financial records, fostering professional vendor relationships, adhering to established internal controls, and supporting general accounting functions as assigned. All responsibilities are performed in accordance with UTLA policies and procedures and generally accepted accounting principles (GAAP).

Essential Duties and Responsibilities

1. Manage the full accounts payable cycle, including invoice intake, review, coding, approval routing, data entry, and timely payment processing for all UTLA entities.
2. Prepare and process weekly disbursements, including checks, ACH payments, and wire transfers, ensuring transactions are accurate, properly documented and approved, and compliant with established internal controls.
3. Review accounts payable transactions for completeness and accuracy; research discrepancies and exceptions; and recommend corrections or adjusting entries for management review and approval.
4. Serve as UTLA's primary accounts payable contact for vendors and internal stakeholders, responding to inquiries and resolving payment discrepancies or disputes promptly and professionally.
5. Maintain accurate and current vendor records and required documentation, including contact and payment information and Form W-9, and review and validate vendor payment data to support accurate and timely Form 1099 processing.
6. Maintain complete, accurate, and organized accounts payable records and supporting documentation in accordance with UTLA's record retention requirements, internal controls, and audit standards.
7. Generate and analyze accounts payable reports, including aging reports, cash requirement reports, outstanding payment reports, and other reports requested by management.
8. Support monthly and year-end financial close processes by ensuring accounts payable transactions are complete, properly recorded, reconciled, and reported in accordance with GAAP.
9. Support internal and external audits by preparing requested documentation, researching transactions, responding to information requests, and providing appropriate supporting records.
10. Follow established accounting procedures and internal controls; promptly identify and communicate discrepancies, exceptions, or control concerns to the Accounting Manager; and exercise a high level of discretion and confidentiality when handling sensitive Accounting, Finance, Payroll, employee, member, and vendor information.

11. Participate in receiving and providing cross-training within the Financial Services team to ensure appropriate operational coverage during employee absences, leadership conferences, peak workload periods, and other circumstances requiring additional coverage.
12. Provide support for accounting and finance functions outside of core accounts payable responsibilities and perform other related duties as assigned by management based on the operational needs of the Financial Services Department.

Qualifications

Education and Experience

- Satisfactory completion of undergraduate courses in Accounting, Finance, Business Administration, or a related field.
- Minimum of five years of experience in accounts payable, bookkeeping, accounting, or a related financial function.
- Experience managing or supporting full-cycle accounts payable processes preferred.

Knowledge, Skills, and Abilities

- Strong understanding of accounting principles, general ledger accounting, accounts payable processes, and generally accepted accounting principles (GAAP).
- Proficiency with Enterprise Resource Planning (ERP) and accounting software systems.
- Proficiency with Microsoft Office products, particularly Excel, Outlook, and Word.
- Strong organizational skills and attention to detail, with the ability to maintain accurate and complete financial records.
- Ability to prioritize multiple responsibilities and consistently meet established payment, reporting, and closing deadlines.
- Strong analytical and problem-solving skills, including the ability to research discrepancies and recommend appropriate resolutions.
- Effective written and verbal communication skills and the ability to interact professionally with vendors, employees, management, and other stakeholders.
- Ability to exercise sound judgment, maintain confidentiality, and comply with established financial controls and procedures.
- Ability to work collaboratively as part of the Financial Services team and provide cross-functional support when needed.

This position is based in Los Angeles, California, and requires full-time, onsite attendance. Hybrid and remote work arrangements are not available for this position.

Hours:	9:00 a.m. – 5:00 p.m.
Beginning Date:	November 9, 2026
Salary Range:	Salary Schedule VII ($6,622.86-$8,568.45)

Benefits: Full medical, dental, vision, retirement, and life insurance upon completion of probation period.

Resumes: May be emailed to Cristina Alfonso at utlajobs@utla.net. Internal applicants must respond by 5:00 p.m., Thursday, October 15, 2026. External applicants should respond by 5:00 Thursday, October 22, 2026.

UTLA IS AN EQUAL OPPORTUNITY EMPLOYER