

LEAD ACCOUNTS PAYABLE ACCOUNTANT

APPLICATION DEADLINE IS FRIDAY, MAY 8, 2026, AT 11:59PM

Division: Accounting
Reports to: Accounts Payable Manager
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: M
Monthly Salary Range Minimum: \$5,100
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Responsible for managing the professional accounting tasks of the division, including review and approval of work performed by others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Ensures all accounting functions of the operating account, or other reportable segments are performed, including the posting of all applicable accounting entries, completing all necessary account reconciliations, preparing any schedules necessary, and all related accounting tasks.
- Provides department manager with hiring recommendations, trains employees on new or current processes; monitors work; advises management on employee performance and works as the first level of research for complex processes outside the scope of accounting specialists
- Provides financial data to the organization's management as requested so that management may consider such information in the management of such programs.
- Oversee the accounts payable process, including, but not limited to, review of payment processing procedures and offering recommendations for improvement, review (and subsequent approval or denial) of accounts payable vouchers, review of vendor maintenance, and resolving accounts payable issues as they arise in a timely and efficient process.
- Completion of agency year-end accrued liability schedule prepared timely and accurately based on the state mandated guidelines, including but not limited to the review, organization, and tracking of data provided by program divisions and the submission of collected data to the finance and administration agency.
- Prepares supporting schedules and documentation for periodic reports.
- Prepares or reviews a variety of professional accounting and other reports such as may relate to financial statements, quarterly and other reports.
- Assists in the review of the major accounting system processes; identifies internal control deficiencies; offers recommendations for process improvements that consider both internal controls as well as process flow efficiencies; may serve as a subject matter expert for one or more professional software systems.
- Reviews of work performed by other Division staff, and approvals as required, based on assignment of the Division's management.
- Prepares special reports for the Division Director as assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting or Certified Public Accountant (CPA) license in good standing.
- Three years of experience in responsible professional accounting work.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to perform professional accounting work of considerable difficulty.
- Ability to apply accounting theory and technique to the solution of varied and complex fiscal problems and to devise workable solutions.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities; extensive knowledge and skill of professional accounting software.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

**This position requires you to live within a 200-mile radius of our Nashville, TN office.
The in-office time is one day per week, and upon Management request.**

To apply, visit our website at www.thda.org/careers. Note that only on-line applications for positions through this website will be considered.