

Job Title: Accounts Payable Specialist

FLSA Status: Full Time; Non-Exempt

Salary Grade: 10

Date: June 2026

Reports to: Controller

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Accounts Payable Specialist provides support for a variety of financial, administrative, and accounting duties related to the maintenance and review of the Foundation's financial, accounting, database and record management systems.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned.*

The Accounts Payable Specialist has the following financial responsibilities:

Grants:

- Review uploaded grant information in database for proper coding prior to check processing.
- Process grant checks and collect signatures according to internal controls, following the Asana grant process, and distribute grant checks to each department accordingly.
- Generate daily grant reports.
- Reconcile monthly grants to general ledger.
- Prepare monthly grants reports for grants over \$25,000 for Executive Committee.

Accounts Payable:

- Create vendor profiles and set up automatic ACH payment, when possible
- Review invoices for proper coding and budgeting, and request W9s, contracts, or insurance documentation, if needed.
- Track invoice approvals, payment requests, and supporting documentation through established workflows.
- Process invoice check payments and collect signatures according to internal controls and distribute invoice payment(s) to each department accordingly.
- Scan invoice payments into record management system.
- Collaborate with internal departments to ensure requests, approvals, and required documentation are received and processed in a timely manner.
- Maintain and update Accounts Payable and grant-related workflow boards to ensure visibility, accountability, and timely completion of tasks.

Credit Cards:

- Log into credit card accounts to process ACH payments.
- Download monthly credit card activity in excel for expense review and coding.
- Review statements, receipts and from all credit card holders.
- Monitor and reconcile credit card accounts.
- Set up new accounts and close accounts based on staffing activity.

The Accounts Payable Specialist also has the following responsibilities:

- Partner with Accountant to review bank accounts for expense transactions, including outgoing ACH and wires.
- Prepare reconciliations of administrative operating accounts as the Accountant backup.
- Partner with Controller when voiding and re-issuing checks
- Review any negative or overspent fund balances or available to spend figures and notify Controller weekly.
- Order checks as necessary.
- Partner with Controller regarding 1099, audit and 990 reporting.
- Partner with Controller to review and research any checks outstanding over 90 days.
- Manage the scanning of all payroll documents in the record retention software.
- Utilize the organization's workflow and project management systems (Asana preferred) to manage accounts payable and grant processing activities efficiently and accurately.
- Assist in creating and maintaining standardized procedures, templates, and task management processes related to accounts payable and grant administration.
- Support process improvement initiatives enhancing cross-departmental communication and coordination between all CFO Departments.
- Monitor workflow status to help manage high transaction volumes and ensure deadlines are met.
- Perform other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to manage multiple priorities and deadlines in a high-volume transaction environment.
- Strong organizational and process management skills with exceptional attention to detail.
- Prior experience in nonprofit accounting, grant administration, donor-advised funds, or foundation operations preferred
- Maintain high standards of professionalism, ethics and confidentiality.
- Proficient with Microsoft Office Suite including Word, Excel, and Outlook
- Experience working with accounting systems, databases, and workflow management tools; proficiency working with databases strongly preferred.
- Proficiency with workflow management and project management software; Asana experience strongly preferred.
- Strong communication and collaboration skills to work effectively across departments.
- Willingness and ability to travel throughout the region as needed.
- Willingness and ability to work flexible hours including some nights and weekends as necessary.

CFO CORE PRINCIPLES

Collaboration: *Connection builds community.*

Accountability: *Trust leads to transformation.*

Vision: *We are catalysts for legacy.*

CFO COMPETENCIES

Building Trust – *Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent needs.*

POSITION SPECIFIC COMPETENCIES

Building Constituent Loyalty – *Effectively meeting constituent needs; building productive constituent relationships; taking responsibility for constituent satisfaction and loyalty.*

Engagement Readiness: *Demonstrating a willingness to commit to one’s work and to invest one’*

Managing Work: *Effectively managing one’s time and resources to ensure that work is completed efficiently.*

Quality Orientation: *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Previous accounting and accounts payable experience required. A minimum of 2 years of related experience is preferred.
- General office experience.
- Able to handle multiple tasks and remain organized.
- Must possess a valid driver’s license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

WORKING CONDITIONS

The work environment is based at CFO’s Springfield office, which is a well-lighted, environmentally controlled indoor environment with a moderate level of noise. Normal business hours are Monday through Friday 8am to 5pm with a lunch hour. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies.

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date