



JOB TITLE: Accounts Payable Specialist
FLSA STATUS: Full-time;Non-Exempt
GRADE: 10
DATE: November 2024
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:

Distributions:

- Review uploaded grant information in database for proper coding prior to check processing
- Process grant checks and collect signatures according to internal controls
- Distribute grant checks to each department accordingly
- Scan grant sheets into record management system
- Generate daily grant reports
- Reconcile monthly grants to general ledger
- Prepare monthly grants reports for grants over \$25,000 for Executive Committee
- Prepare monthly grant report and grants by division report for all staff
- Prepare IRS Form 990 Schedule I grant reporting for grants over \$5,000
- Prepare reconciliations of grants and distributions bank account

Accounts Payable

- Collect Request for Payments (RFPs) and invoices from departments for processing
- Review invoices for proper expense coding and budget allocation by department
- Review invoices and request W9s, contracts, or insurance documentation, if needed
- Create vendor profiles and set up automatic ACH payment, when possible
- Process invoice check payments and collect signatures according to internal controls
- Distribute invoice payment to each department accordingly
- Scan invoice payments into record management system
- Process payments for those expenses incurred via ACH or Wires
- Prepare reconciliations of administrative operating accounts

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 Controller to review bank accounts for expense transactions including outgoing ACH and Wires
- Partner with Controller when voiding and re-issuing checks
- Partner with Accountant when requesting distributions from advisor-managed
- Review any negative or overspent fund balances or available to spend figures and notify Controller weekly
- Partner with Controller to review and research any checks outstanding over 90 days
- Partner with Controller for any grant or expense clarification on transactions with no information
- Assists with annual 1099 process by collecting W9's throughout the year
- Assists with annual audit and 990 preparation
- Assists with quarterly statement production and mailing
- Manage the scanning of all payroll documents in the record retention software

KNOWLEDGE, SKILLS, AND ABILITIES

- Time management
- Organization skills
- Accounting experience
- Maintain high standards of professionalism, ethics and confidentiality
- Proficient with Microsoft Office Suite including Word, Excel, and Outlook; proficiency working with databases.
- Willingness and ability to travel throughout the region as needed.
- Willingness and ability to work flexible hours including some nights and weekends as necessary.

CORE COMPETENCIES

Organizational 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 a driving force behind business decisions and activities; crafting and implementing service practices that meet constituents' and own organization's needs.

Department Competencies

Continuous Improvement: Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.

Decision Making: Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Engagement Readiness: Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.

Managing Work (includes Time Management): 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

- Prior accounting experience
- 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 usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.

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.