

Accounts Payable Specialist

OLV Charities

POSITION SUMMARY:

The Accounts Payable position ensures all vendors get paid in appropriate cash flow timeframes for services and products rendered by reviewing and processing invoices, posting expense activity into Fund-EZ, auditing credit card bills, answering vendor inquiries, reconciling vendor statements, maintaining vendors' W-9 forms, generating 1099 statements, and processing vendor payments either electronically or via paper check distribution. Banking is a key driver for this role as it is responsible for all aspects of ACH payments through KeyBank as well as online payments through various vendor websites. This position plays a crucial role as the sole backup for the E-Maintenance System Administrator position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Document all AP and cash management procedures and promptly update with any changes or additions.
2. Daily management of vendor invoicing activity. Includes inspecting invoices, expense reports, vouchers, check requests, and other similar items to ensure they have accurate codes and supporting documentation. Resolve any related invoice and un-vouchered discrepancies prior to processing payment.
3. Assign a pay date for all invoice activity which complies with vendor terms while taking available vendor discounts and still maximizing OLVC working capital. Actions taken continue to maintain vendor goodwill.
4. Manage and verify all expense reports to ensure their compliance with company policies and internal controls.
5. Maintain and update all AP data and ensure accurate reporting in the general ledger. Evaluate all AP balances and resolve any issues regarding unpaid invoices.
6. Provide monthly AP analyses to CFO and Controller which details any long-outstanding payable issues, AP trends and aging, vendor concentration risks, etc.
7. Manage recurring contract payments (Grant payments) ensuring accurate and timely distribution to mission partners. Assist with the compilation of an annual board report for all existing contracts and underlying payments during the year.
8. Administer the organization's corporate credit cards and related expense reporting. Actions require adherence to OLVC policies and procedures.
9. Assist with the month-end reconciliation process for all restricted funds held for OLV Charities' mission partners, OLV National Shrine and OLV Human Services.

10. Work with the Controller to ensure a W-9 is obtained for each vendor and that the TIN (Tax Identification Number) matches the IRS listing. Oversee annual production of 1099's mailing and annual filing in conjunction with Controller.
11. Assist in annual year-end audit with independent auditors by providing annual audit schedules and requested samples.
12. Provide backup support for the OLVC Staff Accountant to assist with various OLVNS bookkeeping tasks including cash counts, accounts payable activity, deposits, etc.
13. Primary backup for the E-Maintenance System Administrator. Ensure frequent periodic engagement with this individual to ensure continuing familiarity with the E-Maintenance system.
14. Establish and maintain effective communication and working relationships with all internal and external clients including all departments of Our Lady of Victory organizations.
15. Manage relationships with external entities including banks, merchant services providers, software providers, vendors, and clients.
16. Other duties as assigned

SKILLS

1. Knowledge of basic accounting principles; nonprofit accounting and best practices for accounts payable and cash management.
2. Familiarity with remote bank deposit and ACH software.
3. Strong working knowledge of Microsoft Excel, Word and Outlook required.
4. Familiarity in using Fund-EZ or other similar software applications.
5. Ability to work independently with minimal supervision and as part of a team.
6. Strong problem-solving skills, organizational skills, and attention to detail.
7. Skilled in effectively and accurately communicating both in writing and verbally.
8. The ability to work in a multi-functional setting.
9. Demonstrates a positive, professional attitude with excellent customer service skills and the ability to assist others in a timely, professional manner.
10. Ability to demonstrate OLV Charities' values.

EDUCATION AND EXPERIENCE

1. Minimum of two years' experience with accounts payable and/or general ledger oversight required.
2. Associates or bachelors degree in accounting or business administration preferred.
3. Experience working with Microsoft Outlook, Word and Excel required.

Pay Range: \$23.38-\$28.00/hour, based on experience

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road
Lackawanna, NY 14218