

Part-Time Accounts Payable Specialist

Job Title: Part-Time Accounts Payable Specialist Salary Type: Part-Time Non-Exempt
Reports to: Director of Finance and Administration Effective: As Soon as Identified

PRINCIPAL OBJECTIVE:

The Accounts Payable Specialist is a key member of Pi Beta Phi Foundation staff who will assist in the accounts payable (AP) process by distributing, tracking, entering and paying vendor invoices in accordance with our policies and procedures, assisting with vendor issues, filing and scanning, and participate in any special ad hoc projects as directed by the management.

CORE RESPONSIBILITIES:

- Review and verify invoices and check requests; prepare and perform check runs in Bill.com, Concur and online accounting systems.
- Review invoices for proper cut off dates, coding, and approval process and enter into accounting platforms.
- Assess AP protocols and procedures and makes suggestions for improvements
- Generate monthly benefit payments and coordinate with 3rd party benefit vendors to ensure benefit information is updated and renewals are on time.
- Assist with accounting records and ledgers by reconciling monthly statements and transactions.
- Assist with providing supporting documentation for audits.
- Maintain an updated communications lists for all monthly financial reporting.
- Partners with staff to produce and send donor monthly statements or year-end reports.
- Support volunteer committee management, meeting scheduling and follow-up.
- Other duties as assigned.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

- Associates or Bachelor's degree preferred or any equivalent combination of experience and training that provides the required knowledge, skills and abilities
- Minimum 1-3 years accounts payable or related experience.
- Prefer accounting or bookkeeping experience.
- Excellent knowledge of Microsoft Office and Excel (expand on Microsoft knowledge)
- Ability to use online systems.

ADDITIONAL INFORMATION:

- Attendance at local events and professional education opportunities as required.

Pi Beta Phi's Mission, Vision, Core Values and statements on philanthropic service, leadership and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.